



'Everyone is valued as an individual'
'Love your neighbour, as yourself' - Mark 12:31

LUNCHTIME SUPERVISOR

JOB DESCRIPTION

Post Title: Lunchtime Supervisor

Responsible to: Headteacher

Purpose of the Job:

- To ensure the security, safety, well-being and care of the pupils of the Rothersthorpe School.
- To promote pupils personal, social, emotional, health and physical development during the lunch time period.

Main Duties and Responsibilities:

- To supervise pupils during the lunch period in the dining hall, toilet area, playground, field and school premises.
- Ensure the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To monitor the behaviour of pupils, discouraging in a positive way any anti-social behavior and reporting any incidents to the class teacher or headteacher as appropriate.
- To arrange and supervise appropriate play and physical activities under the guidance of the class teacher or headteacher.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

- Before pupils enter the dining hall to ensure that pupils have visited the toilet and washed their hands.
- To organise dinner queues and ensure calm and orderly entrance of pupils into the dining hall and from the dining hall to the playground, field or classrooms.
- Promoting and ensuring good behaviour and a calm atmosphere.
- Dealing with any mis-behaviour that may occur in accordance with the school's behaviour

policy.

- Addressing issues calmly and politely and in doing so being a role model to the children.
- Report, as appropriate, incidents to the class teacher or Headteacher.
- To encourage all pupils to eat healthy, especially those with special needs or disabilities.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To assist children with cutting up food, opening tins, pouring water etc where appropriate e.g. age of child, needs of child, as necessary.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground and Field

- Ensure pupils are adequately dressed for the weather conditions.
- To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.

School Premises

- To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, and through corridors, during lunchtimes and in addition when children are inside because of inclement weather or any other appropriate reason.
- To ensure that, when classrooms or the hall is used during the Midday break because of inclement weather, that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To ensure toilet areas are being used appropriately when monitoring this area. To report any problems to the school bursar or headteacher.
- To take part in training appropriate to the job of midday supervisor and positive play-leader
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job.