



## Lunchtime Supervisor Job Description

<b>Post:</b>	Lunchtime Supervisor
<b>Grade:</b>	1
<b>Location:</b>	Springmoor Grange School
<b>Responsible To:</b>	Headteacher School Business Manager

### **Job Purpose**

To be responsible for the care and supervision of a specific child before and after meals, covering the full interval between the close of the session preceding the meal and the re-opening of the session after the meal, in accordance with the Council's policies and procedures.

### **Key Areas**

- Supervise the washing of hands of pupils.
- Supervise entry/exit into/from the dining hall by the pupils.
- Assist pupils during the meal service.
- Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.
- Clear up all spillages during mealtime promptly.
- Assist in wiping up tables, chairs when necessary, at end of the meal.
- Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the School's behaviour policy.
- Initiate games and activities where appropriate, whilst maintaining broad supervision.
- Supervise children in classrooms during inclement weather.
- Engage pupils in safe, enjoyable, and creative activities.
- Perform basic first aid for minor incidents/accidents.
- Maintain accurate and relevant incident/accident records.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.

- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.

The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level or responsibility or character of the post and this is reflected in the grading.

*The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.*

*The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of council records and information.*

*The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy, Safe Working practices and all other council policies.*

*The post holder must comply with the Council's Health and Safety rules and regulations and with Health and Safety Legislation.*