KINGSTHORPE GROVE PRIMARY SCHOOL

JOB DESCRIPTION

Post: Lunchtime Supervisor

Pay Spine: NJC

Hours: 5 or 7.5 hrs per week 38 weeks per year

Job Purpose

To ensure the supervision, safety and welfare of pupils during the midday break period.

The lunchtime supervisors play an important role in supporting the school’s aims and objectives.

Duties

• To be on duty in the area allocated at the time specified.

• To set up canteen/hall with tables and chairs prior to children arriving, if required.

• To adhere to all school policies and procedures that affect you and your duties (accident reporting/use of mobile phones/fire procedure).

• To collect children from the classrooms as required and escort them to the playground or canteen in an orderly manner.

• To supervise the collection of lunchboxes and the washing of hands if necessary.

• To assist children during the meal time, encouraging them to eat their meal, that is, as they would wish their own children to eat.

• To clean tables after use, deal with spillages, clear away tables and chairs, sweep and mop the floor.

• To deal with spillages that occur in the dining area or accidents that befall children e.g. clearing up after sickness and diarrhoea.
• To supervise departure from the canteen and conduct the return to teachers at 1pm in an orderly manner. Inform teachers of any behavioural problems

• To carry out minor First Aid duties and record in the accident book where appropriate.

• To assist with the supervision of children on school premises during the midday break, encouraging children to join in playground games and make sensible use of equipment provided.

• To deal with problems/squabbles/issues that arise sensitively and quietly

• Identify and try to include anybody who appears to be left out in playground activities.

• To report to the Head teacher or teacher on duty any incidents -
  • Where pupils have acted in a manner deemed to be a danger to themselves and others
  • Where pupils have acted in an inconsiderate or discourteous manner
  • Where pupils have disobeyed the rules

• To organise suitable activities in the classrooms on wet days, leaving the classrooms in an orderly state.

• Be professional about your work and remain discreet and confidential concerning individual children or teachers.

• Be willing to attend short meetings with staff where requested to help gain a wider perspective of your role in school and increase job satisfaction.

• Be willing to attend training courses deemed necessary for the role.

• Any other tasks connected with lunchtime supervision as reasonably requested by the Head Teacher or Senior Lunchtime Supervisor.

Signed …………………………………………… Lunchtime Supervisor

Signed …………………………………………… Head teacher