**Job Description: Lunchtime Supervisor**

**School**: Hawkhurst CE Primary School

**Grade**: Kent Range 3

**Responsible to**: Head Teacher

**Purpose of the Job:**

Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

**Key duties and responsibilities**:

1. Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.

2. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. Check that pupils have or are being provided with a drink and ensure that sufficient amounts of their meal have been eaten.

3. To work in a professional manner as part of a team to ensure the lunch period runs as smoothly as possible. Feed back to class teacher or SLT any concerns about a particular child on the day that the concern is noted.

4. Assist the pupils, as necessary, during the meal break to ensure their wellbeing – this includes providing them with a drink, helping with spillages, cutting up food and caring for pupils’ personal needs.

5. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.

6. Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.

7. Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.

8. Operate a first aid service during the mealtime to deal with any accidents that occur safely and quickly.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (on behalf of the school) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_