



## Lunchtime Supervisor

### Job Description

Hours of work – 11:50am – 1:10pm, Monday to Friday, Term-time only.

Rate of pay – Kent Range 3

Job role: To supervise pupils during the lunchtime break splitting time between the lunch hall and the playground ensuring the health and safety of the children is maintained at all times including: -

#### Lunch Hall duties

1. To set out the cutlery, cups and water jugs before the start of the lunchtime so that the items the children will need are to hand (where applicable).
2. To collect infant children from their classes and walk them round to the hall.
3. To supervise children entering the dining hall and direct them to their seats so that a calm atmosphere is established.
4. To manage the noise levels in the hall effectively.
5. To ensure that children do not make unnecessary mess either on the table or the floor.
6. Clean tables at the end of the first sitting. Supervise children cleaning their trays.
7. To apply the school system of rewards and sanctions in order to maintain good behaviour.

#### Playground duties

8. Playing/leading games and activities.
9. Engaging children in purposeful activity in order to reduce incidents of poor behaviour.
10. Drawing in children who are lonely or feel left out.
11. Managing the behaviour of all children on the playground and as they move to and from the dining hall.
12. Monitoring and guiding the behaviour of specific children as requested by senior staff.
13. Setting out and putting away play equipment.
14. Ensuring the children treat the equipment with respect.
15. Supervising the children in their classrooms if the weather prevents them from being outside.
16. Dealing with minor first aid incidents and seeking the assistance of trained first aiders if necessary.

Agreed by: \_\_\_\_\_ Executive Headteacher Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_ Job Holder Date: \_\_\_\_\_



## Person Specification: Lunchtime Supervisor

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• No qualifications are necessary</li><li>• First Aid qualification would be an advantage.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• None</li><li>• Previous experience working with children would be an advantage.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.</li><li>• Ability to recognise and deal with emergency situations.</li><li>• May need to be able to handle small sums of cash.</li><li>• May require knowledge to enable the post holder be responsible for the safe use of equipment.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.</li></ul>