



Hawkhurst

Church of England Primary School

Fowlers Park
Rye Rd
Hawkhurst, Kent
TN18 4JJ

Mrs J Hacker, Head Teacher

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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 break to ensure their wellbeing.
5. 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.
6. 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 _____