



## **Lunchtime Supervisor**

### **Job Description**

Hours of work – 11.45am – 1.15pm, 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.
2. To supervise children entering the dining hall and direct them to their seats so that a calm atmosphere is established.
3. To manage the noise levels in the hall effectively.
4. To ensure that children do not make unnecessary mess either on the table or the floor.
5. To apply the school system of rewards and sanctions in order to maintain good behaviour.
6. To support our pupils during their meal break to ensure their wellbeing (this could be cutting up their food, helping with spillages, pouring them a drink).
7. Ensure children clear their plates, etc., from tables in an appropriate manner to maintain a clean and tidy environment.
8. To clean and tidy equipment at the end of each session, wiping down tables, etc.

#### **Playground duties**

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



**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>• Previous experience in a similar role 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 require knowledge enabling the post holder to be responsible for the safe use of equipment.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Willingness to learn school procedures for supervision of pupils during midday break and lunchtime activities where applicable.</li></ul>