

# Job Description: Lunchtime Supervisor

**School:** The Discovery School  
**Salary Scale:** KR 3  
**Responsible to:** Lunchtime Provision and Welfare Manager/ Assistant Headteachers



## **Main Purpose of the Post:**

Lunchtimes at The Discovery School are a busy and happy time. The role of the lunchtime supervisor is wide and varied. To ensure that we can be the best that we can be, we require a dedicated team of Lunchtime Supervisors to help and support the children through this period of the school day.

## **Professional Responsibilities:**

- To assist in setting out the main hall (not tables and benches) and the small hall in preparation for the main school lunch and packed lunches.
- To ensure that lunchtime runs smoothly.
- To assist with cutting food for younger pupils.
- To encourage children to eat their meal.
- To promote positive table manners.
- To assist with clearing the tables and scraping the food trays.
- To oversee the packed lunch boxes.
- To encourage healthy packed lunch boxes,
- To give rewards to good manners, finishing a meal and polite and courteous behaviour.
- To promote good relationships between all adults and pupils.
- To promote positive relationships between all pupils.
- To encourage the older children to support the younger children.
- To encourage the lunchtime monitors to carry out and complete their roles with responsibility.
- To lead and engage in play with all children.
- To set up and provide equipment for all children to play with.
- To ensure that the main playgrounds are cleared and tidy by 1:30pm ready for the afternoon.
- When appropriate, administer simple first aid and record injuries in either the plaster log or the first aid book.
- To 'Cross Train' to support colleagues who support vulnerable pupils at lunchtime.
- To report any concerns to the lunchtime manager regarding:
  - Emotional well-being.
  - Poor eating.
  - Unhealthy lunch boxes.
  - Poor behaviour.
  - Child protection issues.
  - Changes that warrant note.
  - Positive behaviour.
  - Equal opportunities

**Other professional responsibilities**

- Contribute to the overall ethos, aims and work of the school.
- Be aware of, uphold and contribute towards the development of the school policies and procedures, especially:
  - a) Health & Safety
  - b) Equal Opportunities
  - c) Safeguarding
  - d) Confidentiality
- Take an active part in appraising own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
- To follow the school's policy and procedure for Child Protection and Safeguarding, reporting any concerns immediately to the Designated Safeguarding Leads (DSL).

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Performance Management process.

Signed .....

Name (printed).....

Date: .....

This job description is subject to change and may include other duties as discussed with your line manager commensurate with the grade identified for this post.