

Job Description Lunchtime Supervisor

Purpose of the job:

This role covers a range of activities to ensure that lunchtimes at school are a safe and effective part of children's education and development.

During the meal, activities include monitoring children to encourage them to eat healthy lunches, helping children who are having difficulties, for example with cutting up food, encouraging good table manners, and ensuring that behaviour does not become too boisterous.

Lunchtime Supervisors also supervise children in the playground (or in the hall or classroom in wet weather), stop any dangerous behaviour, deal with any quarrels or fights, comfort children who are upset, they will deal with and follow procedures for minor injuries such as cuts, grazes and bruises, and they will organise the provision of resources such as play equipment and organise games.

Job Role:

1. Provide a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period. To make decisions to resolve problems and issues that may arise during the lunchtime period.
2. To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches. Ensuring correct dinners are provided and reporting any discrepancies to the school office.
3. Address any misbehaviour by children and control children from entering restricted areas or leaving the premises without authorisation to ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school behaviour policy.
4. Clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.
5. Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.
6. To supervise the safe movement of children from the playground to the dining hall and from the playground to the dining hall.
7. To supervise play **proactively** ensuring that children are playing safely.
8. Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school. A note book is provided to write dated notes to classroom staff.
9. Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.
10. Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period.
11. Attends and contributes to regular (termly) Lunchtime supervisor meetings/training to ensure policies and procedures run smoothly.