



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Post Title: Lunchtime Supervisor

Responsible to: Executive Head Teacher, Deputy Headteacher

Purpose of the Job:

To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

Main Responsibilities:

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the senior staff as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate lunchtime activities.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- Before entering the dining hall, ensuring that pupils have visited the toilet and washed their hands.
- Organise the dinner queue and entrance of pupils into the dining hall and from the dining hall to the playground, ensuring good behaviour and calm atmosphere.
- To deal with any misbehaviour that may occur in accordance with the school's behaviour policy and report, as appropriate, incidents to the senior staff.
- To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To assist with the clearing and cleaning of tables in the dinner hall.