



# Croyland Primary School

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## Job Description

### **LUNCHTIME SUPERVISOR**

**Responsible to:** Manager of Lunchtime Supervisors

**Job Purpose:**

The lunchtime supervisor will take responsibility for children during the lunchtime period between 12.30pm and 1.30pm or 12.00pm and 1.30pm. They will ensure that the children are secure and safe during this time, and will actively promote a positive playground atmosphere, reducing the likelihood of bullying and other anti-social behaviour.

**Principal Working Contacts:**

Pupils; Teaching Staff; First-Aiders

Hours of Work: 5 or 7.5 hours per week; 38 weeks per year plus occasional attendance at Training Days (paid additional hours).

**Areas of Responsibility and Key Tasks**

All lunchtime supervisors will carry first-aid kits and wear high-viz jackets at all times until the end of their shift. All lunchtime supervisors should have a whistle. At least one lunchtime supervisor will carry a school radio and be in contact with the school's designated first-aider in the event of serious incidents.

**a) Preparation**

To prepare for the lunchtime period by:

- Setting up the dining hall ensuring good hygiene.
- Making themselves aware of any individual children that may require additional supervision.

- Clearing away the tables and benches in the dining hall, ensuring that the hall is suitably cleaned (floor mopped etc.) and ready for classes after lunch.
- Cleaning of lunch tables and benches as necessary.

**b) Supervision of children**

- Ensure the safety and well-being of all children during lunchtime.
- Supervise children eating their meals encouraging good manners and eating habits.
- Positively manage the behaviour of the children during the lunchtime period.
- Deal with accidents in the playground and dining hall, administering first aid to children as and when required.
- Encourage self-discipline in children through the monitoring of safe and acceptable behaviour during the lunchtime.
- Contribute to the children's personal and social development through interacting with them and encouraging them to join in and play games cooperatively.
- Be approachable, interact with the children and lead 'playtime' games.

**c) Other Requirements**

- Liaise with other members of staff keeping them informed about children's behaviour, general well-being.
- Escort children into the school building and back to their classrooms at the end of the lunchtime period,
- Be familiar with, and act in accordance with the school's policies particularly the Behaviour Management Policy, Child Protection Policy, Anti-Bullying Policy and Health and Safety Policy.
- Administer basic first-aid to the children as and when required (completing necessary paperwork).

**Other Duties:**

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

Signature of Lunchtime Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_