CALTON
PRIMARY SCHOOL

JOB DESCRIPTION

Lunchtime Supervisor
Grade C

Responsible to:
Senior Lunchtime Supervisor (day to day)
Head Teacher (overall)

Responsible for:
N/A

Liaises with:
Other staff as appropriate

Main Purpose of the Job:
To supervise pupils on the school premises during the lunchtime break, ensuring that the children eat meals safely and behave appropriately. The post holder will be required to exercise his/her skills and judgment to carry out the duties as set out below.

Roles and Responsibilities:

- Ensure that pupils wash their hands before they eat
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Ensure that you are familiar with the latest pupil information notices by reading (daily) the LTS Weekly folder & Communications Folder
- Inform the class allocated LTS with any information that the class teacher should be made aware of
- Help younger pupils at the server counter, encourage the proper use of cutlery and help them cut up their food when necessary
- Assist pupils with the return of used plates, cutlery and beakers
- Where appropriate, ensure that the dining area and tables are kept clean at all times and are ready for the next sitting.
- Supervise pupils eating food brought from home
- Report any concerns you may have regarding a pupils diet to the SLTS
- Take charge of an area of the playground or classroom (depending on the weather) as per the termly rota.
- Encourage/initiate/engage in constructive play opportunities for children when required whilst promoting the inclusion of all pupils

- Ensure that children remain within a safe environment and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the midday break and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the midday break and seek appropriate assistance
- Report to the Head Teacher any acts that constitute serious infringement of school rules
- Liaise effectively and professionally with staff, teachers and parents as required
- To attend agreed Lunchtime Supervisors' team meetings and training sessions when required

This job description is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required.

General requirement of the post:

The post holder:

- Must contribute to the overall ethos / work aims of the school.
- Must carry out all duties in accordance with the school's Health and Safety Policy and to contribute to the review of this policy
- Must be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, confidentiality and data protection. reporting all concerns to an appropriate person
- Should ensure that their appearance and hygiene is kept to the highest standard
- To assist in the promotion of the school to different members and audiences and raising the school profile in the local community.

The school undertakes to provide staff with appropriate training and development to ensure their ability to carry out their duties. The school also undertakes to provide an annual system of Performance Management.

Name……

Signature……...

Date……