

Lunchtime Supervisor

Role Purpose:

The purpose of this role is to ensure the wellbeing and support of pupils during the lunchbreak. Lunchtime is an important opportunity to learn and as such the role will be to support pupils to learn appropriate skills in relation to refuelling themselves and engaging in appropriate play and relaxation time.

Report to:

Class Teacher and Senior Leadership Group

Duties:

The Lunchtime Supervisor will:

- Escort pupils to and from their allocated lunch room, as necessary;
- Ensure that pupils are in the lunch room / play areas at the appropriate times;
- Support pupils to retrieve their lunches from the server counter where appropriate, identifying appropriate cutlery and supporting pupils to cut food if necessary, always promoting independence;
- Assist with encouraging pupils to clear their plates, trays, cutlery and beakers and clean the table once lunch has finished;
- Supervise pupils eating food brought from home, ensuring packed lunch equipment is cleared away after use;
- Report any concerns in relation to any pupil's diet that gives rise to concern (bearing in mind individual need);
- Support groups of pupils in the playground or classroom, depending on the weather;
- Devise and initiate constructive and engaging play opportunities for pupils when required;
- Ensure that pupils remain within a safe environment and are engaged with safe play;
- Follow the school behaviour and motivation policy (and individual behaviour management systems) to ensure consistent behavioural standards;
- Support in developing social skills and peer engagement;
- Attend to minor accidents sustained during the lunch break and seek appropriate assistance if required;
- Feedback to the class team before leaving, sharing information both positive and of concern;
- Effectively liaise professionally with school staff and external professionals as required;
- Attend training, as required;
- Any other reasonable duties as requested by the Head Teacher / Senior leadership group

Special Conditions:

1. A lunchtime supervisor will be provided with disposable apron and gloves.
2. Jewellery should not be worn except wedding rings or stud earrings, for health and safety reasons.
3. Shoes should be supportive and protective – open-toed sandals / shoes, high-heels and trainers are not considered suitable.
4. Personal Hygiene – hair should be clean, tidy and worn off the face. Long hair should be tied back.

Full safeguarding checks will be carried out in accordance with Keeping Children Safe in Education.