

Canon Popham C of E Primary Academy

Job Description Lunchtime Supervisor

Job Title:	Lunchtime Supervisor
Grade:	Living Wage
Hours:	11:30- 12:45 Monday-Fridays Term time only
Responsible to:	Office Manager/Head Teacher
Supervisor Responsibility:	None

All school staff must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Staff who work with children must maintain appropriate professional boundaries and respect the unique position of trust they have at all times.

Main Duties

To supervise pupils during midday break, ensuring their safety, welfare and general well-being.

- Ensure that the pupils wash/ sanitise their hands before eating;
- Escort pupils to and from the eating area, as necessary;
- Support pupils with the proper use of cutlery and help them open packets etc. when necessary;
- Assist pupils with the return of used plates, trays, cutlery and beakers or to put rubbish back in packed lunch boxes and put these away when lunch is finished;
- To ensure health and safety regulations are followed by making pupils aware of spilt food and drink and ensuring the cleaning of appropriate areas is completed with immediate effect.
- Report to the Class Teachers any cause for concern;
- Attend to any pupils should they become ill during the midday break, and again seek appropriate assistance;
- Liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required

- Attend training to support the role, as required.
- Supervise the pupils during lunchtime playtime.
- Support constructive play opportunities for pupils when required;
- Ensure that children remain within a safe environment, and that they play safely;
- Make children aware of dangers especially during inclement weather.
- Set suitable behaviour standards in line with school policy;
- Effectively manage behaviour in line with the school policy
- Help children acquire social skills;
- Attend to minor accidents sustained during the midday break, and administer basic emergency first aid as needed, ensuring that the relevant paper work is completed and staff and parents are informed;
- Assist the pupils with toileting needs/changing in line with any personal care plan.
- Report to the Class teacher or head teacher any acts that constitute serious infringements of school rules;
- Liaise effectively and professionally with staff, teachers, teaching assistants as required
- Set an exemplary example to children at all times.

- Comply with school policies and procedures, including Safeguarding.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.