



Mawsley C.P School

Job description – Lunchtime Supervisor

Responsibilities and main duties:

To supervise and assist children during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

Professional duties and responsibilities

1. Provide a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period. To make decisions to resolve problems and issues that may arise during the lunchtime period.
2. To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches.
3. Address any misbehaviour by children and control children from entering restricted areas or leaving the premises without authorisation to ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school.
4. To organise dinner queue and seating to provide a calm and orderly entrance of pupils into dining hall and from dining hall to playground.
5. The job requires physical effort when setting up and clearing away tables and benches/chairs in dining areas: clean up any spillages of food and drink, sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.
6. Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.
7. Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.
8. Deal with, and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.

9. Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period.

10. Complete Safeguarding training and to take part in training appropriate to the job of lunchtime supervisor.

Print Name:	Date:
Signed:	
Headteacher	Date