



## **Lunchtime Supervisor – Job Description**

### **Job Outline**

To be responsible, under the direction of the school staff, for securing the safety, welfare and good behaviour of all the pupils (aged 3 – 11) during the lunchtime period, in accordance with the policy of the Coventry LEA and in line with the ethos of the school.

### **Hours of Duty**

The normal hours of duty are from Monday to Friday, 1.5 hours per day (start and end times will vary). There may be additional paid hours for specific training as necessary.

### **Duties and responsibilities**

1. To supervise the children in the dining rooms, playgrounds, and classroom areas during the lunchtime period. This may involve working with pupils of any age and flexibility of approach is an essential part of the job.
2. To assist the younger children in developing eating skills (e.g; how to hold a knife and fork, and how to cut up food). Children should be encouraged to eat their meal, but not forced in any way.
3. To assist the children in the collection of food trays and plates and in the serving of meals and food where necessary.
4. To supervise and assist the children in the return of any waste food, plates and cutlery as necessary.
5. To undertake other ancillary duties.
6. To assist in setting out the seating tables and storing them away.
7. To organise outdoor games on the field and playground and indoor activities for pupils during inclement weather. You will be expected to instigate and join in with all games including the outdoor gym.
8. To follow fire and evacuation procedures as necessary and to check that pupils are safe.
9. To act as a carer for sick children, until appropriate qualified medical assistance is available and/or guardian collects the sick child. Please refer to one of the qualified first aiders as soon as possible.
10. Employees must not provide First Aid unless qualified to do so.
11. To maintain records of accidents as necessary.
12. Undertake any training as required.
13. To undertake any other duties consistent with the purposes of the job.



## **Lunchtime Supervisor – Person Specification**

- Communicate effectively with others to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner
- Basic reading and writing skills in order to maintain records of accidents and first aid and check that pupils have paid for their meals or are entitled to a free meal
- Physically able to engage all children in play, e.g. skipping, dancing, ball games
- Communicate effectively with pupils to keep control, pass instructions and organise activities where appropriate in a firm but pleasant manner
- Administer basic first aid. (Training will be given)
- Follow laid down procedures for different incidents, particularly in the case of fire, evacuation or accidents in a controlled and systematic way
- Adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from Senior Supervisory Assistant or nominee
- Assist pupils with developing their eating skills
- Clean up all spillages which will include sweeping and mopping at the end of lunchtime

## **Experience**

- Experience of children in some capacity of responsibility, for example, you have your own children or previous understanding of working in a school

## **Special Requirements**

For posts that are subject to Protection of Children Regulations the following statement must be annotated:

\* "This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment"