

Job Description

Lunchtime Supervisor – Grade 4

LEVEL 2 - To work under the instruction/guidance of teaching/senior staff to undertake care/support programmes, to enable access to social engagement for pupils and to assist the school in the management of pupils in the hall, on the playground and the classroom.

In the dining room

- Greet children as they walk into the hall and help them to settle down at tables.
- Circulate as children eat their meals, helping where appropriate.
- Ensure that children having hot dinners queue up calmly and that small children have help, if necessary, to choose their dinners and carry them to their tables.
- Encourage good table manners and good behaviour. Deal with minor problems appropriately. Seek advice from the headteacher or another teacher if necessary.
- Monitor how well children eat and encourage them, if necessary. If you are concerned that a child has not eaten, enough inform the headteacher or the child's class teacher. (Be aware that the youngest children can take a long time to eat when they first start at school)

In the playground

- In co-operation with your colleagues, make sure that all children play where they can be seen. Be aware of site security and watch the boundaries of the school field.
- Ensure that the children play safely. Report any hazards or faulty equipment to the headteacher immediately. If a child is hurt, follow First Aid guidelines.
- Ensure that the children have enough play equipment to keep them occupied.
- Be pro-active in suggesting games and activities.
- Be aware of lone children and try to involve them in games.
- Ensure that play equipment is tidied away at the end of the lunchtime break.
- Encourage good behaviour, co-operation and consideration for others. If you are unhappy about a child's behaviour, or welfare report to the child's teacher or the headteacher at the end of the lunch hour.
- If you become involved in a dispute between children, listen to both sides calmly and fairly. If you cannot deal with the problem quickly and easily, send the children to sit outside the staffroom and report to the headteacher or a class teacher.
- Just before 1.00p.m. ring the bell and supervise children as they line up and wait for the teacher to greet them.

In the classroom

- Supervise children doing *wet play activities* in the classrooms.

Responsibilities

- Take responsibility for own health, safety and welfare, and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies. This includes taking responsibility for raising concerns with an appropriate manager.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other members of staff.
- Attend and participate in relevant meetings as required.
- Participate in development and training opportunities.

Experience/ Qualifications/Training

- Appropriate training will be given.

Knowledge/Skills

- Appropriate knowledge of First Aid
- Ability to relate well to children and adults
- Ability to work constructively as part of a team, understanding school roles and responsibilities and own position within these.