



Preston Primary Academy Trust	
JOB DESCRIPTION	
<b>Job Title:</b>	Lunchtime Supervisor
<b>Reports To:</b>	
<b>Grade:</b>	Grade 16, scale point 2

### **Main Purpose of Job:**

The duties of a Lunchtime Supervisor are to act as a member of the team, supervising pupils during the midday break and to sustain the welfare and safety of pupils during that break period, as directed by the Deputy Headteacher. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the Headteacher.

### **Key Responsibilities**

- To organise and supervise the washing of hands and hygiene of children aged 4-11.
- Organisation of the entry of pupils into the dining room.
- General supervision of pupils during the service of meals.
- Encouraging social skills and good table manners.
- To assist with the cutting of meat and other food items for infant pupils.
- Cleaning up spillages and requesting children to pick up their litter.
- To organise and supervise the pupils during exit from the dining hall following the clearance of tables.
- Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by the Deputy Headteacher.
- Administering appropriate first aid within the capabilities of the individual's expertise and to call expert medical advice where necessary.
- Encouraging children to play and encouraging the inclusion of isolated children.
- To maintain discipline during the lunch break and to promote adherence to the school's behaviour and anti bullying policies.
- Ensuring that children are kept safe at all times in accordance with children protection guidelines and report any matters involving child protection immediately to the Headteacher or other designated child protection leads.
- To ensure that policies on equality are adhered to by not differentiating between children on grounds of gender, race or disability.
- Take responsibility for any equipment used at lunchtimes.
- To undergo training as required.
- Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself.
- To undertake any other duties commensurate with the role.

### **Qualifications Required**

No formal qualifications are required, but all candidates must have excellent spoken English.

**Skills, Interests and Qualities**

- Experience of working with children and ability to relate well to them.
- Ability to organise and supervise simple games for groups of children.
- A patient and calm manner.
- A firm but fair approach in matters of discipline.
- A team player.
- An enthusiasm to contribute ideas to further develop the play opportunities for the children.
- Knowledge of basic first aid and willingness to deal with minor accidents.
- An understanding that there is a legal duty of confidentiality within this role.

<b>Agreed that the Job Description is a fair and accurate statement of the requirements of the job:</b>	
Job Holder:	Date:
Line Manager	Date: