

WHITEHILLS PRIMARY SCHOOL
Job Description for Lunchtime Supervisor

Duties and Responsibilities:

Each Lunchtime Supervisor will be allocated areas and children for whom they will be responsible for each day. Although the Lunchtime Supervisor will look after a specific group they must be flexible and be prepared to work in other areas if required.

The main areas of work will be the hall, classrooms and the playground.

A good standard of behaviour is expected and it is important that this is maintained throughout the dinner period.

The Lunchtime Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

Specific responsibilities include:

These will be allocated by the Deputy Head Teacher and/or Senior Midday Supervisor, and will include assisting with:

Supervision of dining area

- Control seating in the Hall.
- Provide assistance with drinks containers etc where necessary
- Ensure appropriate behaviour.
- See that any spillages are removed quickly.
- Ensure the pupils leave the tables clean for next occupants.
- See that tables are wiped as necessary.
- See that dining area is left clean and tidy.
- Set up and pack away tables and chairs.
- Sweep Hall floor.

Supervision outside dining areas

- Encourage children to play in a safe and constructive manner
- Ensure acceptable standards of behaviour are maintained.
- Organise games - encourage all children to take part.
- Treat minor accidents requiring first aid and reporting more serious accidents to the designated First Aiders.
- Record accidents/treatment in the Accident Book

General

- Work effectively with the team of Lunchtime Supervisors.
- Undertaking any other duties as directed by senior staff / Senior Lunchtime Supervisor.