

## Lunchtime Supervisor - Job Description

### Primary School

#### PURPOSE OF JOB

To carry out the supervision of children at lunchtime to ensure that they remain safe at all times.

#### DUTIES AND RESPONSIBILITIES

- To supervise pupils in the dining halls, playgrounds and school premises
- Help children at meal times, encouraging children to use good table manners
- To clean up spillages and ensure that tables are clean
- Initiate/set up games & activities to engage the children.
- Reward children for positive behaviours and enforce whole school behaviour policy
- Make sure that children do not leave the school premises or go into areas of the school that are out of bounds
- Tend to sick and injured pupils and report all serious accidents to the Senior Lunchtime Supervisor / Senior Office Manager
- Be aware of whole school child protection procedures
- Encourage children to play cooperatively and help with play activities if required
- To work with all members of school staff to maintain a positive ethos within the school

#### REPORTS TO

- Pastoral Leader

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_