

## Woodlands Park Primary School

### Job Description – Lunch Time Supervisor

**1 hour 15 minutes per day - Mon - Fri, term time only**

Responsible to: Headteacher/Deputy Headteacher

#### Job Purpose:

- To supervise the children at lunchtime.
- To understand their role in the delivery of the Every Child Matters agenda.

#### Key Duties

##### Lunches

- Ensure that children entering the Dining Room have clean hands.
- Encourage good table manners and orderly behaviour in the Dining Room.
- See that drinking water is provided and assist in pouring water for young children.
- Assist young children in handling knives and forks.
- Encourage children to eat the meal provided and encourage them in avoidance of waste.
- Assist young children to choose a balanced meal.
- Supervise the orderly return of empties to a given point.
- Wipe down tables and chairs between sittings.
- Clean up after spillage of food, water or sickness in the Dining Area during the service of the meal using appropriate equipment.
- Assist children with their packed lunches as necessary.

##### General

- Assist with the setting up and clearing away of the dining hall.
- Uphold the positive behaviour and discipline policy that we have in this school.
- Undertake playground duty, supervising by circulating amongst the children. (This surveillance should not be carried out by pairs of Lunch Time Supervisors).
- Supervise children in the designated area, other than playground, during wet weather.
- Attend to minor accidents and report to the Headteacher or First Aid worker at the same time entering details of the accident in the appropriate book.
- Report to the Headteacher if there are any untoward circumstances.
- Ensure that children do not leave the school without the permission of the Headteacher.
- Assist the Headteacher as required caring for the safety and well-being of the children.
- Report back to the children and teacher of the class for which you are responsible at the end of each lunch time retaining the positive agenda of the behaviour policy.
- Undertake any training that will enhance your skills or knowledge, deemed necessary for the highest quality supervision of the children including child protection. A minimum of 1 training session per annum.
- Maintain confidentiality at all times.
- Become part of the team at Woodlands Park Primary School.
- To report to the team leader any changes etc.
- Be aware of the needs of the particular child during the lunch time period.
- Liaise closely with the Deputy Headteacher and the class teacher
- To attend courses and read documentation pertinent to understanding the skills required for this post.
- To undertake Performance management.
- To attend team meetings and training (specifically annual safeguarding training) as directed by the Headteacher.