



## **SPRING VALE PRIMARY SCHOOL**

### **JOB DESCRIPTION : Lunchtime Supervisor**

**JOB PURPOSE** : To supervise pupils during the lunchtime session having due care for their health and safety.

### **MAIN DUTIES & RESPONSIBILITIES**

1. Collect children from classrooms and supervise or assist as necessary in washing and toileting of children.
2. Ensure the smooth running of dining rooms by ensuring the children have good table manners, eat sufficient food and behave generally correctly.
3. Ensure that the dining room is kept safe at all times by wiping or sweeping liquids or food that may have fallen on the tables or floor.
4. Confidentiality is paramount at all times. If a child reveals to you any matter which is of concern, please see the designated child protection person (Headteacher) immediately.
5. Ensure children are safe whether in corridors, toilets, classrooms, or in the playground, keeping a reasonable standard of discipline at all times and informing the Senior Supervisor of any difficulties that they may experience with children.
6. At the end of the lunchtime session children are expected to line up in classes and wait for their teachers to collect them from the playground. Supervisors are expected to wait on the playground until a member of staff comes out.
7. If you encounter any aggressive behaviour from children, please do not 'handle' the pupils, send for the Head or Deputy immediately. It is, however, perfectly all right to step between pupils who are being aggressive to each other.
8. Supervisory assistants are expected to organise playground equipment and games during the lunchtime sessions and indoor games when the weather is inclement.
9. To undertake such other duties as may be required commensurate with the level of the post.

**THE POSTHOLDER MUST COMPLY WITH THE COUNCIL'S EQUAL OPPORTUNITIES POLICY AND HEALTH AND SAFETY POLICY.**