

Lunchtime Supervisor - Job Description



Title of Post:	Lunchtime Supervisor
Overall Purpose of this Post:	The post holder's key accountability will be assisting in the supervision of children during their lunch break to ensure the safety, general welfare and behaviour management.
Objectives:	<p>Key responsibilities:</p> <ul style="list-style-type: none"> To be responsible for the supervision of children's behaviour during the lunch break, in the playground, or other areas of the school as required by the Headteacher. To share in the school ethos of promoting a positive approach to behaviour management. To be responsible for the children's care as necessary, depending on Key Stage i.e. taking them to the toilet, administering first aid, providing comfort, dealing with accidents, being alert to signs that a pupil is unwell or distressed. To be responsible for the supervision of children's hygiene and health and safety i.e. hand washing. To foster children's self-esteem and independence, however assisting pupils where necessary, for example: to carry trays etc to the table, and to return empty dishes etc to the service counter, to open packed lunches, cut up food and guidance on proper use of cutlery, assist in the clearance of any spillage etc if required. To assist as required in clearing tables, wiping them down and resetting according to meals. To assist in the setting up and removing of furniture for lunch time in any area of the school as required. To set up the lunch tables, clear away food and plates and tidy the dining hall. To give minor first aid to pupils, requesting assistance when needed with injuries or illnesses. Liaising with the Headteacher on welfare matters and injuries that cause concern. To report all accidents, ensuring that the procedure for recording accidents in the accident book is followed. To report all child protection concerns immediately to a Designated Safeguarding Lead. Any other reasonable duties as required by the Headteacher/Midday Meal Managers. <p>Supplementary Accountabilities</p> <ul style="list-style-type: none"> Working with children with English as an additional language or with special educational needs.
Accountable to:	<p>The post holder is accountable to the Midday Meal Managers and Headteacher.</p> <p>Alderman Richard Hallam expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</p>
Professional Responsibilities	
The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties as described in the Staff Code of Conduct.	
