



Wyton on the Hill Primary School  
Lunchtime Supervisor – Job description



<b>Job Description</b>	<b>Lunchtime Supervisor</b>
<b>Job Title</b>	Lunchtime Supervisory Assistant
<b>Job Purpose</b>	We believe lunchtime supervisors have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn.
<b>Responsible to</b>	Head Teacher and School Business Manager
<b>Grade</b>	Scale 1C
<b>Duties</b>	<p><b>Main Duties and Responsibilities</b></p> <ul style="list-style-type: none"><li>• To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.</li><li>• To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour.</li><li>• To ensure the safety and well being of children, providing emotional support where necessary.</li><li>• To arrange and supervise appropriate activities.</li><li>• To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.</li></ul> <p><b>Dining Hall</b></p> <ul style="list-style-type: none"><li>• Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.</li><li>• To organise the dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and a calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to the class teacher and Head teacher via the school's reporting system.</li><li>• To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.</li><li>• To encourage social skills and good table manners, ensuring safety with knives and forks.</li><li>• To clean up spillages of food and to organise clearing cutlery and crockery off tables.</li></ul> <p><b>Playground</b></p> <ul style="list-style-type: none"><li>• Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.</li><li>• To supervise and control entrance and exit to school premises by pupils during the lunch break.</li><li>• To ensure that pupils who leave the school site have permission to do so.</li></ul>



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**School Premises**

- To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately.
- To:
  - take part in training appropriate to the job of midday supervisor.
  - take part in any appraisal arrangement made by the school.
  - undertake any other duties consistent with the purpose of the job.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Signed ..... Post Holder    Date:.....

Signed ..... Head teacher

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change. Any major changes will involve discussion and consultation with you.