



Lunchtime Supervisor Swalwell Primary School Gateshead Council

Job Purpose:	To assist with the supervision, discipline and safety of pupils on site during the midday break.
Reporting to:	Headteacher
Salary/Grade:	Grade C
Main (Core) Duties	
Key Areas	<p>The duties of the post will be allocated by the Senior Leadership Team and will include:</p> <ul style="list-style-type: none">• supervising the entry of pupils into the dining room;• when necessary, assisting pupils to collect meals from the kitchen hatch;• supervising table manners and, in the case of some pupils, assisting in the correct use of cutlery, cutting up of meals etc;• encouraging pupils to eat meals and to try meals which are new to them;• maintaining high standard of behaviour and manners and reporting any issues/concerns to the SLT.• responsibility for wiping up spillages and clearing breakages during serving time in the dining area;• supervising and encouraging good quality play in the playground, hall or classrooms, according to prevailing weather conditions;• dealing with minor accidents, spillages etc and reporting any serious accident/incident to the SLT and/or First Aider;• ensuring relevant documentation is completed in the event of an accident/incident;• any other duties which may be required from time to time by the Head Teacher.
Qualifications	A qualification in childcare is desirable but not essential.
	The Job Description is current at the date shown, but in consultation, may be changed by the governors to reflect or anticipate changes in the job commensurate with the grade and job title.