**JOB DESCRIPTION FOR LUNCHTIME SUPERVISOR**

Supervisors will be expected to:

* Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions document.
* Abide by the current Health and Safety regulations.
* Be a member of the whole school staff team.
* Promote the agreed school aims, ethos and policies at all times.

Under the direction of the Headteacher, be responsible for maintaining a high standard in the following Key Areas:-

**Key Area: Supervisory Duties**

**Key Tasks: -** Ensurethe safety and welfare of children throughout the lunch period.

- Look after the well-being of individual children including seeking First Aid when needed, seeing to other personal needs as appropriate and recording any accidents on the correct forms.

- Ensure that the school’s behaviour policy and expectations are met at all times in order to maintain a safe, calm and pleasant environment at lunch time.

- Praise the children and encourage independence and high self-esteem by acknowledging and rewarding good behaviour

- See to the needs of the children as they eat their lunch; encouraging them to try unfamiliar foods, encouraging healthy eating habits and good table manners.

- Ensure good order in the dining hall

- Oversee and encourage inclusive activities on the playground and field while maintaining safety at all times.

- Help with tidying in the dining hall by seeing to spillages immediately, clearing and stacking plates and wiping tables when the children have finished.

**Key Area: Pastoral Care** **Key Tasks:**

Know the individual children.

Talk and listen to children.

Communicate with other team members.

Give appropriate help.

Set a good example in terms of punctuality, behaviour and attendance.

**Key Area: Team Membership**

**Key Tasks:** Be responsible for the safety and well-being of the children at lunch time and request support from other staff members when required.

Support other team members.

Recognise and use your strengths and those of others.

Undergo relevant training.

**Key Area:** **School Identity**

**Key Task:** Promote a positive image of the school to children, parents and visitors.

**Key Area: Other duties**

**Key Tasks:** Carry out any other duties which may be reasonably allocated from time to time by the Head Teacher that are commensurate with the job purpose and grade.

Inform the Head Teacher about any matters relating to leave of absence.