



Leadgate Primary School
Lunchtime Supervisor Grade 1
Job Description

Post Title: Lunchtime Supervisor

Responsible to: Head Teacher

Responsibility:

- To be responsible for the supervision and control of pupils during lunch time.
- To support school behaviour management by supervising areas of the school during lunchtimes and providing activities to divert pupils from engaging in unruly or antisocial behaviour.
- The post holder will be responsible for the safety, welfare and good behaviour of pupils during lunchtime.

Main Duties and Responsibilities

- To supervise and organise play for the pupils during the lunch break.
- To deal with incidents of unruly behaviour following the school behaviour policy.
- To attend training and other meetings as required.
- To abide by the school policies and procedures, including equality procedures.

Pupil Health and Safety

- Ensuring Health and Safety and other school procedures are observed, reporting of accidents and taking actions as required.
- Support the Leadership Team with evacuation procedures.
- Raise safeguarding concerns appropriately.
- Be aware of individual pupil circumstances – i.e. – food allergies and medical conditions

Pupil Behaviour

- To positively promote healthy, safe and considerate behaviour.
- To proactively ensure pupil compliance with school's rules.
- To support other members of staff in managing pupil behaviour and providing activities.

General requirements and Skills

- Ability to demonstrate a flexible approach to work.
- Ability to offer reliability and punctuality.
- Ability to demonstrate common sense and initiative.
- Ability to be firm but fair at all times.
- Willingness to maintain confidentiality on all school matters
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed suitable by the Head Teacher