

**Blackhall Primary School**

**Job Description – Lunchtime Supervisor**

**Post Title:** Lunchtime Supervisor

**Grade:** L1, Point 10-11

**Responsible to**: Headteacher or Deputy Headteacher

**Purpose of the Job:** To ensure the safety, well-being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

**Main Duties and Responsibilities:**

1. 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.
2. Act as a role model to pupils in speech, dress behaviour and attitude.
3. Maintain high standards of behaviour throughout school, reporting any cases to teaching staff or SLT.
4. Attend to children in the dining hall, encouraging good table manners.
5. Clear up spillages during meal times promptly.
6. Ensure the dining areas are left clean and tidy, assisting with clearing tables and any other equipment used within the lunch period.
7. Promote play on the school yard as well as the inclusion of all pupils.
8. Attend training relevant to the post.
9. Perform basic first aid as necessary, ensuring staff are fully informed of any accidents.
10. Work as part of an effective team.
11. Follow school policies.
12. Supervise children in classrooms during inclement weather.
13. The post holder may undertake any other duties that are commensurate with the post.

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.