**Job Description: Lunchtime Supervisory Assistant**

**Bearpark Primary School 2024**

**Role of a lunchtime supervisor:**

Assist with the care and welfare of pupils within school over the lunch time period both in the dining hall and in outdoor areas. Promote good behaviours through positive reinforcement of the school’s policy.

**Main duties:**

Supervision of dining areas:

* Prepare dining hall ready for the lunch period
* Supervise children with hand washing
* Oversee queues in the dining hall and children carrying lunch to tables
* Assist pupils, when necessary, with the proper use of cutlery or other aspects of the midday meal
* Assist pupils, when necessary, with clearing of trays
* Clear spillages quickly
* Ensure the dining area is left clean and tidy

Supervision outside of dining areas:

* Circulate amongst the children
* Ensure acceptable standards of behaviour are maintained
* Engage with children in activities which promote healthy/active lifestyles
* Provide pastoral care to pupils

General:

* Keep teachers and head teacher informed of any relevant information
* Respect the confidentiality of sensitive information
* Comply with school policies for behaviour, Health and Safety and First Aid
* To understand and comply with the Local Authority Child Protection Policy and guidelines