



MERSTONE SCHOOL
JOB DESCRIPTION

Post: Lunchtime Supervisor

Hours: 7 hours 30 minutes per week: 11.45am – 1.15pm (Term time only)

Post Salary Band: A

Job Purpose: Supervise and ensure the safety and well-being of the school children throughout the lunch-time period.

- 1. On arrival at lunch-time. Supervisors should sign the time sheet located in the Main Office.**
- 2. Supervisors may be asked by the Principal to alter their time of duty from time to time to suit school activities and other constraints.**
- 3. A Lunch-time Supervisor may not always be with the same group of pupils as there are occasions when it will be necessary to make changes to suit the needs of the pupils and the school.**
- 4. The duties of the Lunch-Time Supervisors will be, in general, to be responsible for the supervision of the pupils in the dining room, playground area, if wet the hall or classrooms and the school premises generally, and ensuring the maintenance of good order and discipline. They are required to give full attention to the physical needs and supervision of pupils during the lunchtime period.**

In particular the duties will include the following:-

- To see that pupils wash their hands and to attend to their necessary toilet requirements and assisting with the physical management of pupils.**
- To assist the less able pupil during the lunch period at the servery counter, with the proper use of cutlery and helping them to cut their food.**
- To feed any individual pupil who requires assistance.
To follow feeding programme set by class staff.**
- To encourage good manners and orderly conduct at all times.**
- Ensuring that any special instructions regarding dietary requirements, specialised seating, utensils etc, are carried out.**
- Supervising pupils eating food brought from home and to ensure that all packed lunch equipment is cleared away after lunch, with sandwich boxes, flasks etc., being returned to the appropriate classroom.**

In the School Playground

- **In supervising pupils in the playground, Lunch-Time Supervisors should be constantly on the move to prevent boisterous and dangerous activities, children playing in areas where they cannot be supervised properly, and helping children with skills of co-operation, playing sensibly.**
- **Discouraging pupils from running up and down the hill area.**
- **Lunchtime Supervisors should not congregate in one spot but position themselves around the playground area.**
- **Supervisors should be familiar with pupils known to be epileptic, maintaining vigilance at all times, summoning the help of a First Aider or Nurse in the event of a serious fit.**
- **The control of pupils with learning difficulties requires patience and tact, vision and care, and it is therefore essential to speak quietly and calmly to individuals whenever possible. Class staff are available to support lunch staff in the management of pupils.**
- **Please note that:-
PUPILS SHOULD NEVER PUSH ANOTHER PUPIL IN A WHEEL CHAIR AND LUNCTIME SUPERVISORS SHOULD ENDEAVOUR TO NEVER LEAVE A PUPIL IN A WHEELCHAIR/BUGGY UNATTENDED.**
- **To attend to any minor accidents sustained during the break and to any pupil who becomes sick, by referring them to the School Nurse/First Aider.**
- **In particular, HEAD INJURIES, should be reported to the First Aider and the Class Teacher, so that a letter can be sent home to parents. All accidents must be recorded in the Accident Book located in the School Office and this should be signed by the Principal.**
- **At the end of lunchtime, Supervisors should assist with pupil movement into the building. Pupils should never be left alone in the classroom and supervisors should wait until a member of staff is there to receive the pupils from them.**

- All playground apparatus must be returned to the garage store, hall or classroom.
- Supervisors are expected to follow school policy with regard to routines for lunchtime, use of playground, wet day routines and code of conduct for disciplinary matters. Liaison with the Deputy Head Teacher and Class Teachers over situations and matters of concern is considered important. Supervisors should report incidents of a serious nature, misconduct, disobedience, verbal abuse, etc, to the Principal or Class Teacher and this will be recorded in the classroom and Incident Book when necessary.

Handling Pupils

Physical punishment is not permitted. Any difficulties with management must be referred to the Class Teacher.

Child Protection

Any concerns regarding pupils should be raised in the first instance with the Deputy Head Teacher.

Confidentiality

It is essential that matters and situations that arise here in school are kept confidential and dealt with in school.

Communication

In addition to liaison with class team, Lunchtime Staff are requested to attend fortnightly briefing sessions with the Deputy Head Teacher.

Sickness

In the event of a Lunchtime Supervisor being sick or unable to attend for duty they should notify the Deputy Head Teacher before 9.00 a.m. so that suitable cover arrangements can be made.

_____ Lunch Time Supervisor

_____ Principal

_____ Date