



St Thomas' C of E Primary Academy
Job Description
Duties & Responsibilities of Lunchtime Supervisors
Responsible to Headteacher

The following job description outlines the duties and responsibilities of lunchtime supervisors at St Thomas' C of E Primary Academy

Hours

1 hour 30 minutes each day

Key Responsibilities:

- To make lunchtime a happy social time for all our pupils
- Supervise children over lunchtime implementing lunchtime policy
- To encourage children to eat their lunch and encourage good table manners
- To assist in the preparation of dining areas prior to the lunch hour and in returning those areas for other agreed usage for school activity
- To support, demonstrate and encourage children to play sensible games on the playground
- To take out and bring in lunchtime equipment ensuring it is taken care of and stored appropriately
- To ensure children follow school rules over lunchtime

- To intervene if children are upset, quarrelling, listening to all children's points of view and resolving problems in line with lunchtime policy and school behaviour policy
- To ensure a qualified first aider deals with any accidents over lunchtime that occur
- To attend designated training and staff meetings
- To be familiar with the Accident Book and Parental Consent Forms
- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post

General Conditions

- This job description is subject to annual review. It will be signed if agreement is reached
- If following review and amendment, agreement is not reached the appropriate procedures will be used for settling disputes.

Signatures

_____ Midday supervisor

_____ Head Teacher