



CORBY OLD VILLAGE PRIMARY SCHOOL.
JOB DESCRIPTION – LUNCHTIME SUPERVISOR

Role: To supervise and assist children during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

Responsible to: Playleader

Duties. 6.25 hours a week, 38 weeks of the year (11.45 to 13.00)

Purpose of the Post:

To ensure successful and enjoyable lunchtimes, enabling safe play. This is key to the success of the school in ensuring pupils develop good “play skills” which impact upon their general learning.

Principal Responsibilities:

To work effectively within a team.

Provide a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period. To make decisions to resolve problems and issues that may arise during the lunchtime period.

To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches.

Address any misbehaviour by children and control children from entering restricted areas or leaving the premises without authorisation to ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school.

Set up and clear away tables and benches/chairs in dining areas; clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.

Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.

Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.

Deal with, record and make appropriate decisions concerning first aid incidents and

illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.

Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period.

To maintain confidentiality on all matters appertaining to the pupils or the school.

Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

Experience necessary

- Able to demonstrate interest in working with and interacting with children.
- Experience of working with children in an educational setting preferable.
- An awareness and ability to identify issues that children may experience and how they can be resolved.
- Good communication and listening skills.
- An awareness of child protection issues, willing to be CRB checked and
- ability to problem solve and communicate adequately concerning issues with staff and children.
- Awareness of equal opportunities.
- Manual handling skills.