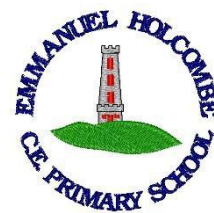




Emmanuel Holcombe CE Primary school



Lunchtime Supervisor Job description

Job title:	Lunchtime Supervisor
Responsible to:	Head of School
Hours:	11.40am – 1.25pm Monday to Friday, term time only (39 weeks)
Salary:	Grade 3, SCP 2

Job purpose

To support the smooth running of the school during lunchtime, ensuring that pupils are safe, happy and well cared for. The Lunchtime Assistant will supervise pupils during lunch and play, encourage positive behaviour and social interaction, and help create a welcoming, inclusive and enjoyable lunchtime experience for all children.

The successful candidate will work as part of a supportive team, building positive relationships with pupils and helping to promote the school's values and high expectations for behaviour.

Duties and Responsibilities

- To support the smooth and effective running of the lunchtime period, working as part of the school team.
- To supervise pupils safely and effectively during lunchtime, including in the dining hall, playground and other designated areas.
- To promote positive behaviour and good manners, encouraging pupils to develop independence, confidence and positive relationships with others.
- To build warm, positive and respectful relationships with pupils and provide appropriate support and encouragement.
- To support pupils with their lunchtime routines, including eating, drinking and developing independence.
- To be aware of individual pupils' needs and ensure that all children are included and able to participate fully in lunchtime activities.
- To encourage positive play and social interaction, helping children to resolve minor disagreements appropriately.
- To organise and support a range of suitable playground games and activities.
- To set up, distribute and tidy away playground equipment and resources safely.
- To ensure that children are supervised appropriately at all times and that the school's health and safety procedures are followed.
- To be alert to safeguarding concerns and follow the school's safeguarding procedures, reporting any concerns promptly to the appropriate member of staff.
- To be familiar with the school's emergency procedures and know what action to take in the event of

an emergency, including fire drills.

- To support children with minor accidents or injuries in accordance with school procedures and report these appropriately.
- To maintain a clean, safe and welcoming environment in all areas used during lunchtime.
- To work cooperatively with teachers, teaching assistants and other members of the school team, sharing relevant information about pupils where appropriate.
- To contribute positively to the caring, inclusive and friendly ethos of the school.
- To understand and promote the school's policies, procedures, values and expectations.
- To undertake any other reasonable duties appropriate to the role as directed by the Head of School or Headteacher