LUNCHTIME SUPERVISOR JOB DESCRIPTION

Responsible to: Lunchtime Team Leader / School Business Manager

Job Outline:
The role of the Lunchtime Supervisor is to enhance the quality of lunchtimes for children at Bridgewater Primary School. This involves the supervision of pupils as they eat their lunch and as they play.

Duties and Responsibilities:
- To support the school’s aims and philosophy
- To care for the well being of children
- To supervise the smooth running of dining arrangements
- To prepare the dining area ready for the children's arrival and clear up afterwards, dealing with spillages as appropriate
- To encourage and organise games, sport and play activities on the playground
- To maintain good behaviour from pupils, being fair and calm but firm in resolving conflicts.
- To deal with basic first aid and accidents as appropriate.
- To be aware of confidential issues and keep confidences appropriately.

Working Arrangements:

Our lunchtime supervisors work as two teams, one of which is hall based supervising lunches and the other supervising children on the playground and encouraging play. Lunchtime supervisors based on the playground are attached to a specific year group. All supervisors are expected to be able to work in either the hall or on the playground as required.

The Reception class have their lunch promptly at 12.00am and year groups are called in at regular intervals from the playground to have their lunches. Years 3 and 5 go into lunch at 12.15; years 2 and 6 at 12.30 and years 4 and 3 at 12.45pm. When children have finished their meal, they may return to the playground. At 1.15, classes should be lined up outside classrooms and supervised until the teacher arrives to let them in.

Children should remain on the playground unless they seek permission to go to the toilet or they need to go to the medical room.
During wet lunchtimes children should remain in their classrooms with a lunchtime supervisor. Rooms should be tidied by pupils in time for afternoon registration at 1.15pm. The dining area should then be cleaned.

Lunchtime Supervisors should ensure that the School Hall is litter free at the end of lunchtime and that as far as possible litter is put into refuse bins on the playground areas. Tables should be cleaned and the floor swept.

This job description may be amended at any time after discussion with those concerned but in any case will be reviewed in annually.