



Lunchtime Supervisor

Purpose: To ensure that the children's lunchtime break is well supervised, happy, and safe in accordance with school policy.

Responsible to: The Principal

Principal responsibilities:

1. Promoting a happy, caring atmosphere as part of the school team.
2. Supervision of the children whilst they eat their packed lunch or hot dinner, encouraging them to eat in an acceptable manner. Supervisors should help the children in any way necessary.
3. Overseeing the children's orderly departure from the dining room.
4. Assisting with the supervision of children after lunch and during the remainder of the lunch break, either on the playground or school premises.
5. Requirement to undertake first aid training and administer first aid, reporting accidents, where appropriate, to the class teacher or principal.
6. Dealing with incidents that befall small children e.g. clearing up after sickness and diarrhoea, and reporting 'unwell children' to the class teacher.
7. Providing the children with guidance and support during 'play time', ensuring the correct use of play equipment.
8. Cleaning of the dining room.
9. Putting out and clearing away dining room furniture.
10. Reporting any concerns regarding a child's behaviour or wellbeing to the class teacher, and where necessary the assistant principal or principal.
11. Any other duty requested by the principal.