

CHURCHDOWN PARTON MANOR SCHOOLS' FEDERATION**JOB DESCRIPTION**

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| NAME | |
| POST | Lunchtime Supervisor |
| RATIONALE <ul style="list-style-type: none">• To supervise pupils who remain on the school premises during midday break, ensuring that the children eat meals safely and behave appropriately.• The post-holder will be required to exercise his/her skills and judgement to carry out the duties set out below. | |
| GENERAL REQUIREMENTS OF THE POST <p>The post-holder:</p> <ul style="list-style-type: none">• is accountable to the School Business Manager for his / her duties and responsibilities• interacts on a professional level with colleagues and seeks to establish and maintain a productive relationship with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning• must contribute to the overall ethos / work aims of the School• must carry out all duties in accordance with the school's Equal Opportunities and Health and Safety policies• must be aware of and comply with policies and procedures relating to safeguarding and child protection, confidentiality and data protection, reporting all concerns to an appropriate person | |
| KEY TASKS <ul style="list-style-type: none">• Ensure that pupils wash their hands before they eat• Escort pupils to and from the dining area, as necessary• Ensure that pupils having a school lunch are in the dining hall at the correct time• Help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary• Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished• Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use• Assist with the clearing away of tables and sweeping the floor in the dining hall• Report to the Head Teacher any child whose diet may give rise for concern• Take charge of groups of children in the playground or the classroom, depending on the weather• Devise and initiate constructive play opportunities for children when required• Ensure that children remain within a safe environment, and that they play safely• Set suitable behaviour standards in line with school policy;• Help children acquire social skills;• Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary• Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance• Report to the Head Teacher any acts that constitute serious infringements of school rules• Liaise effectively and professionally with staff, teachers and parents, as required• Attend training, as required• Undertake other duties appropriate to the post that may be required from time to time | |
| REVIEW <p>This job description will be reviewed at least once a year, in the Autumn Term, and may be modified by the Governing Body, with the agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p> | |