



SHEERNESS WEST FEDERATION

JOB DESCRIPTION

JOB TITLE:	LUNCHTIME SUPERVISOR
REPORTING TO:	SENIOR SUPERVISOR
GRADE:	KR3
HOURS/WEEKS:	5 HOURS PER WEEK / 38 WEEKS PER ANNUM
SITE:	WEST MINSTER PRIMARY SCHOOL

JOB SUMMARY

To be responsible and accountable for the supervision of pupils during the lunch break; ensuring their safety and welfare; ensuring that good standards of behaviour are observed and that meals take place in an orderly manner.

MAIN DUTIES & RESPONSIBILITIES

- Presenting up the children in an orderly manner and leading them to the entrance of the dining area from either the play area or classrooms.
- Supervision of children within the dining area to ensure the meal takes place in an orderly manner and good table manners are observed.
- Assisting children with eating, use of cutlery and utensils.
- Assisting children in clearing away their plates at the end of the meal.
- Supervision of children from dining area to cloakroom.
- Assisting children changing for play.
- To hand children over to Teaching Assistants from classrooms and other out of bounds areas, inside and outside.

- Supervision of children into and within play areas.
- Reporting any injuries, other than the most minor cuts and grazes, to the designated First Aider.
- To be aware of and contribute to the development of the philosophy and ethos of the federation and do everything possible to promote it positively.
- To be aware of safety requirements and report any potential hazards to the person responsible for Health and Safety.
- To be aware of child safeguarding and welfare requirements and report any potential concerns to the person responsible for Child Protection.
- To attend training sessions as and when required.

**PERSON SPECIFICATION
LUNCHTIME SUPERVISOR**

	ESSENTIAL	DESIREABLE
QUALIFICATION	Good basic education with competency in literacy and numeracy.	Willingness to undertake further training.
EXPERIENCE	Having had care and responsibility for children at meal times and at play.	
SKILLS AND ABILITIES	<p>Ability to work independently and as a team member.</p> <p>Excellent communication and interpersonal skills.</p> <p>Punctual, reliable, trustworthy and honest.</p> <p>Displays commitment to the protection and safeguarding of children.</p> <p>Values and respects the views and needs of children.</p>	
KNOWLEDGE	Equal Opportunities and Racial equality.	