



Larmenier & Sacred Heart Catholic Primary School

JOB DESCRIPTION: Lunchtime Supervisor

GRADE: Scale 2

CONTRACT: Part time, five days a week, 1.5 hours per day, 12 noon-1.30pm. Term time only, 38 weeks.

MAIN PURPOSE OF THE JOB

- To supervise pupils during the lunch period, in the dining hall, playground areas and throughout the school premises.
- To ensure pupils health and safety, physical and mental welfare and to maintain good order and discipline under the direction of the appropriate person as identified by the school.

DESCRIPTION OF DUTIES

DINING HALL DUTIES

- To ensure that pupils have visited the toilet and washed their hands before going to the dining hall for lunch.
- To organise entrance/exit of pupils to the dining hall, their seating arrangements and the lunch queue, ensuring good behaviour and calm atmosphere.
- To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance), report incidents to Headteacher/Senior Leader/class teacher according to severity of the incident.
- To encourage and assist pupils to eat their lunch and provide any specific attention that certain pupils may require in relation to special dietary needs, physical needs or disabilities.
- To clean up food spillages as required and deal immediately to spillages which are hazardous to pupils/staff.
- To deal with body spillages in the dining hall in accordance with the school's health and safety procedures and to support pupils appropriately, e.g. providing clean clothing, seeking medical assistance from named First Aider.
- To have shared responsibility with other School Meals Supervisory Assistants (SMSAs) and/or teachers for the maintenance of order and discipline in the dining hall.

PLAYGROUND DUTIES

- To ensure pupils are adequately dressed for the weather conditions, when going into the playground.
- To supervise and control entrance to school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises and report to Headteacher/Senior Leader.
- To direct pupils to the playground and supervise their activities. To monitor the behaviour of pupils in the playground, ensuring their safety and wellbeing, being aware of changes in friendships and providing emotional support where necessary.
- To lead on playground games and activities, ensuring appropriate equipment is available and encouraging socialising and play.

- To discourage any dangerous activities. To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance), reporting incidents to Headteacher/Senior SMSA according to severity of incident.

OTHER DUTIES

- To supervise and control pupils in the hall and classrooms and their movement on stairs and through corridors, when they are not allowed outside in bad weather.
- To supervise “wet play” due to bad weather, as directed.
- To be aware of the cultural differences of pupils and of the school’s policies on equal opportunities. To deal with any incidents in accordance with the school policy.
- To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school’s agreed procedures.
- Ensure that you are a strong, positive role model for the children and other staff.
- To undertake broadly similar duties commensurate with the level of the post.
- To adhere to all the school’s policies, e.g. procedures on safeguarding and child protection and health & safety.
- Actively participate in any appropriate training when required.