



LUNCHTIME SUPERVISOR

JOB DESCRIPTION

Lunchtime supervisors play an important part in the school day. They are a valued part of the school community. They have three main roles:

1. To supervise the children whilst they eat.
2. To promote an active and safe play time.
3. To be responsible for the safeguarding and wellbeing of children by following school policy relating to safeguarding, health and safety and behaviour management.

Personal Hygiene:

- All children will be sent to the toilets or sink in the classroom prior to lunch by the class teacher to wash their hands.
- Children are also encouraged to wash their hands when they put their lunch box back

Timing:

- Supervisors are expected to be either in the lunch hall, or outside on the playground where they supervise from 12.15pm
- The children are inside for approximately 30 minutes to eat their lunch after which tables and floors are wiped and cleaned.
- The bell is rung at 1.15pm and staff collect their class from the playground.

Behaviour during lunch times:

Whilst eating –

Our children are expected to -

- Sit at their tables in the hall
- Be polite
- Eat lunch using good manners
- Talk quietly to their peers

Lunchtime supervisors are expected to –

- Encourage good manners
- Encourage children to eat their food
- Help children open packaging, drinks etc.
- Help children to develop self-help skills

After eating

Our children are expected to –

- Wait quietly until they are told they can pack away by an adult

Lunch time supervisors are expected to –

- Clean the tables and floor and monitor what the children are eating

Whilst on the playground/playing field:

Our children are expected to –

- Treat others as they wish to be treated
- Show care, kindness and consideration to others
- Respect other people's property and views
- Enjoy playing games co-operatively
- Ask permission to go back into school for any reason
- Speak to the supervisors about any issues that arise that they feel need help with

In addition the children in Years 4 and 5 have received positive play training and are expected to:

- Take on the role as a 'buddy' (Yr 4) and 'Sports Crew' (Yr 5)
- Take an active part in organising and playing games with the younger children.

Whilst on duty lunchtime supervisors are expected to:

- Help children play co-operatively
- Promote positive play through modelling expectation
- Make lunchtimes an enjoyable experience
- Promote good behaviour
- Promote the safety and well-being of each child
- Encourage children to resolve their differences by talking through the situation and helping children to reach their own solutions.
- Send for a member of the teaching staff if a serious incident occurs.

Achieving good behaviour:

The following strategies have been agreed as being helpful for lunchtime supervisors –

- Praise the children for things they do well
- Point out unacceptable behaviour without criticising the individual
- Be fair and consistent
- Show the children that you care
- Be friendly and approachable
- Encourage and play games with the children
- Always use positive language strategies.

Wet playtime:

The children are expected to –

- Remain in their classrooms during wet playtime
- Be involved in activities that are agreed by their class teacher

First Aid Procedure:

- The child is to be brought into school with an adult
- First Aid is to be administered by a First Aider – all support staff are trained
- The incident will be recorded in the accident book
- Head bumps/injuries will be reported to the child's teacher and a bumped head letter will be sent home with the child which has been signed by the headteacher
- If an incident is deemed to be serious then the headteacher or in her absent a member of the senior leadership team will be spoken to and decide on whether parents will be contacted.

Sun Safety:

- Encourage children to play in shaded areas
- Children are encouraged to wear hats, sun cream and glasses
- Children are allowed to take out water bottles on particularly hot days

Fire Procedure:

- On the alarm sounding children are expected to line up in classes on set places on the playground.