



Easington Church of England Primary School

Lunchtime Supervisor – Job description



Job Description	Lunchtime Supervisor Grade A
Job Title	Lunchtime Supervisory Assistant
Job Purpose	To supervise pupils during our midday break, ensuring that the children eat meals safely and behave appropriately.
Responsible to	Head Teacher
Duties	<p>The Midday Supervisor will:</p> <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 counter and encourage the proper use of cutlery• 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;• report to class teachers any child whose diet may give rise for concern;• supervise children in the playground or the classroom, depending on weather following our Security Policy• 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 our Behaviour 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;• liaise effectively and professionally with staff and parents as required;• attend training as required
The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.	