

# WINDSOR PARK CE MIDDLE SCHOOL

## Lunchtime Supervisor

### Job Description

#### **Statement of Purpose**

To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

#### **Supervision of Students**

- Supervision of children before, during and after the meal, including supervising of children to deposit leftover food from plates in to receptacles provided.
- Supervision of children bringing packed lunches, to ensure debris left by children is removed/cleaned.
- Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Cleaning up spillages when food is spilt or dropped.
- Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the canteen.
- Supervision of children on the playground / MUGA, maintaining a safe environment.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Supervision of the toilets to ensure that they are being used appropriately.
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedure.

#### **Support to Students**

- Assisting the children with their social skills and good table manners and use of cutlery, and with the cutting of meat etc. if necessary.
- Patrolling the playground and 'out of bounds' areas regularly.
- Organising games and activities.
- Making sure all pupils respect each other, and dealing with any misdemeanours in accordance with the school's Behaviour Policy.

#### **Resources**

- Responsibility for ensuring that the dining room equipment is hygienically maintained.
- Help to maintain a safe working environment for students and staff by continually monitoring dining and general circulation area for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures.

#### **Support to the School**

- Promote and safeguard the welfare of students you are responsible for or come in to contact with.

## **WINDSOR PARK CE MIDDLE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos / work aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, learning activities and performance development as required.
- Assist with student needs as appropriate.
- Be aware of emergency procedures.