

# DUDLEY HOUSE SCHOOL

JOB DESCRIPTION: LUNCHTIME SUPERVISOR

RESPONSIBLE TO: HEADTEACHER

## GENERAL RESPONSIBILITIES:

To supervise pupils during the lunch hour, creating a structured environment that allows the children to eat their lunch, play and relax in a safe atmosphere.

## MAIN RESPONSIBILITIES:

1. To prepare the dining hall for lunchtime:
  - Assist in putting out tables and wipe them clean.
  - Prepare resources for lunchtime e.g. spare cutlery, drinks, cleaning items for spillages etc.
  
2. To supervise the children in the eating area:
  - Assist / supervise pupils with general hygiene requirements (hand washing & toileting) before entering the dining hall.
  - Assist smaller children to open and unwrap items in their lunchbox.
  - Encourage children to eat well and sensibly.
  - Be aware of pupils on special or restricted diets for medical reasons from information provided at the school.
  - Assist children to clear away their lunch and prepare them for their next activity.
  - Ensure that a calm atmosphere and good behaviour are maintained.
  - Encourage social skills and good table manners.
  - Prepare duty rotas for monitors.
  - Supervise and help monitors clean and tidy away the tables, sweep the floor, clear rubbish, wash water jug and load the dishwasher.
  - Use appropriate discipline to deal with incidents and bad behaviour. Report incidents to Headteacher or class teachers when necessary
  - Check on any visitors who may enter school premises in accordance with school guidelines. Be observant of any loiterers and report any concerns to Headteacher.
  
3. To supervise the children in the play areas:
  - Supervise pupils to and from the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
  - Ensure the children play together in a friendly, non-contact and non-threatening manner.
  - Supervise their play activities and behaviour, ensuring their safety and well being. Providing emotional support where necessary.

- Prevent bullying, be aware of changes in friendships, encourage socialising, play etc.
  - Teach and model new games to pupils, participating where appropriate.
  - Discourage any dangerous activities.
  - Ensure that inappropriate or challenging behaviour or language is dealt with in accordance with school policy.
  - Ensure that the use of the Adventure Playground is in accordance with guidelines.
  - Monitor the use of balls and other equipment.
  - Supervise and control pupils inside school premises when they are not allowed outside in inclement weather. Engage pupils in various games and activities.
  - Ensure that all pupils return to the care of teachers at the end of the lunch period and any incidents or concerns are passed on.
  - Pupils should be supervised at all times.
4. To understand and follow Health and Safety and Safeguarding Guidelines at all times.
  5. To follow the School's accident and injury procedures. Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance to agreed procedures.
  6. To be aware of the School's Christian ethos, encouraging the children to adhere to these principles in their behaviour and by example.
  7. To assist the Headteacher in other duties that fall within the scope of this post when required.