



# The Blake CE Primary School

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Headteacher Tim Edwards-Grundy

*Loving, learning and flourishing in community*

## Lunchtime Supervisor Job Description

**Post:** Lunchtime Supervisor  
**Responsible to:** Head teacher / Senior Lunchtime Supervisor

### Duties:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake but the postholder will be required to undertake any such duties as may be reasonably required of them by the head teacher/Senior Lunchtime Supervisor. Where the job or duties described vary or are amended, there will be no change to the level of responsibility associated with the post.

Lunchtime Supervisor duties include:-

- The supervision of children throughout the midday break 12:00 – 1:00 (i.e. the interval between the close of the morning session and the re-commencement of school in the afternoon).
- Ensuring that all safeguarding procedures are followed and any concerns reported via CPOMS and/or escalated appropriately.
- To be aware of, and comply with policies and procedures relating to Child Protection, Health & Safety, confidentiality and GDPR (General Data Protection Regulations), reporting all concerns to an appropriate person.
- To complete all Health & Safety training relevant to the post, using the online training software (SMARTLOG).
- Supervision of all areas both inside and outside, where the pupils are during lunchtime, promoting safety and positive play.
- Checking to see that all the pupils line up at the end of playtime and return to their classrooms.
- Ensuring the tables, chairs and floor of the dining hall are kept clean and any spillages cleaned up during lunchtime.
- Supervisors with responsibility for clearing the hall will be required to stack the tables and chairs at the end of the lunch break.
- Ensuring no child is alone or unhappy during lunchtime and supporting them in play/restoring friendships where appropriate.
- Supporting children with emotional or behavioural problems and helping to develop their social skills.
- Assisting teachers in maintaining and promoting high expectations and levels of behaviour.
- Encouraging children to be active and to engage with equipment provided safely and respectfully.
- Directing children who have sustained an injury to an appropriate first aider, and where necessary to seek immediate help for an injury or illness.
- To carry out any other related duty or responsibility as reasonably requested by the Headteacher or other member of the Senior Leadership Team.

**Standards and quality assurance:**

1. Support and actively promote the values, aims and ethos of the school.
2. Work as a member of a team, to ensure the flourishing of all members.
3. Set a good example in terms of dress, punctuality and attendance.
4. Attend team and staff meetings, as appropriate/requested.
5. Be proactive in matters relating to health and safety.

**Other duties and responsibilities:**

1. Be aware of school procedures and support the work of the school, as outlined in policy documents and the School Development Plan.
2. Have due regard for issues of confidentiality.
3. Understand and adhere to the regulations and school procedures with regard to child protection and the safeguarding of children.