

Lunchtime Supervisor Role Description

Purpose: To ensure that the children's lunchtime break is well supervised, happy and safe in accordance with School Policy.

Responsible to: The Principal, Assistant Principals and the Lunch Time Leads

Principal responsibilities:

1. Promoting a happy, caring atmosphere as part of the school team.
2. The supervision of the children whilst they eat their packed lunch or hot dinner, encouraging them to eat in an acceptable manner. Supervisors should help the children in any way necessary.
3. Supervising the children's orderly departure from the dining room.
4. Assisting with the supervision of children after lunch and during the remainder of the lunch break, either the playground or on the school premises.
5. Requirement to undertake first aid training and administer first aid. Report 'unwell children', where appropriate, to class teacher or Principal.
6. Dealing with accidents that befall small children, e.g. clearing up after sickness and diarrhoea, reporting 'unwell children', where appropriate, to the class teacher.
7. Providing the children with guidance and support during 'play' time.
8. The cleaning of dining room
9. The putting out and putting away of dining room furniture
10. Reporting any concerns regarding a child's behaviour or wellbeing to the Lead Lunchtime Supervisor, Class Teacher, and where necessary, the Assistant Principal or Principal.
11. Monitoring the use of playtime equipment.
12. To work proactively with the children to enhance their play experiences.
12. Any other duty requested by the Principal.