



## **HARTWELL PRIMARY SCHOOL**

### **Job Description : Lunchtime Supervisors**

#### **Core Purpose:**

To provide for the care and safety of all children during the period 11.45 a.m. to 1.15 p.m.

#### **Primarily:**

To assist in continuing the school's ethos of mutual respect and a high quality of provision for all children:

- To assist with the emotional and physical development of the children by engaging children in constructive play and games
- To identify, acknowledge and positively promote the possibilities within each child
- To ensure that Christian values permeate all aspects of school life

#### **Pastoral care, Relationships and Discipline**

- Establish effective relationships with each child ensuring each individual feels confident, valued and appreciated
- Encourage a climate of trust, self discipline and respect for each other
- Deal fairly with any disputes between children, hearing both sides of the story before taking action
- Liaise with the class teacher as appropriate in matters regarding behaviour issues during the lunchtime break
- Encourage children to follow procedures
- Refer persistent problems with discipline to the lunchtime line manager

#### **Continuing Professional Development**

- Meet half termly with the line manager to discuss any current issues that may affect the duties of the MDS
- Attend organised training sessions including Child Protection training
- Liaise with the line manager to request an absence, who will then ensure that cover is arranged via the office

#### **Health and Safety**

- Ensure a safe environment for the children at all times
- Attend to elementary first aid and welfare of pupils, recording any accidents in the school accident book
- Complete a bumped head letter as appropriate and pass to the relevant class teacher to be sent home to the child's parents
- Report any injuries which appear to be of a more serious nature to either the Headteacher or the line manager who will decide on the course of action
- Supervise children entering and leaving the hall and during the time they are eating their meal
- Carry out all duties with regard to the highest standard of hygiene and of Health and Safety regulations
- Ensure that children are always supervised by at least two adults on the playground
- Ensure effective cover of all children who are playing outside, at all times through sensible placement of adults

- Ensure adequate supervision of all children and areas during wet lunchtimes; children should never be left unsupervised.

### **The Dining Hall**

- Assist with the moving of furniture in the hall for the lunch break
- Sweep up food particles and mop spillages thoroughly after lunch
- Supervise children in the eating of the midday meal, ensuring:
  - Entry to the hall is calm and orderly
  - Any concern over content, style of eating, length of eating or non-eating of a meal should be addressed to the child's teacher
  - Inappropriate behaviour is dealt with calmly and if persistent is reported to the child's class teacher

### **Confidentiality**

Events occurring during the lunchtime period should be treated with confidentiality:

- Refer concerns relating to a particular child directly to the class teacher who will see parents as appropriate
- Refer matters of grave concern to the Headteacher or line manager
- Direct any parents' questions regarding their children at lunchtimes to the Headteacher or the line manager for response
- Undertake any such duties as may be reasonably be required by the Headteacher

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I have read and agreed the job description outlined above.

Signed ..... Date .....