



## **St Oswald's Catholic Primary School**

### **Job Description**

**Job Title:** - Lunchtime Supervisor

#### **Overall Job description**

To ensure the safety and welfare of all pupils on the school site at lunchtime.

To engage with the children through active play

To support the aims of the school.

#### **Principle Duties and Responsibilities.**

1. To provide a safe and caring environment at lunchtime for each child.
2. Supporting the establishment and maintenance of positive relationships with children and staff
3. To maintain good order by responding to and dealing with any problems and to ensure that the appropriate action is taken when required.
4. To circulate, initiate and encourage game participation. To play games with the children.
5. To administer first aid and ensure the children environment is safe by reporting any trespassers, dangerous litter etc, to be aware of health and safety issues.
6. To supervise children at mealtimes in the dinner centre and during playtime activities in the playground.
7. To undertake ancillary duties, such as the cleaning of spillages, ensuring that tables are clean and to assist pupils with their midday meals where necessary.
8. To be aware of and adhere to school policies.
9. To attend training where appropriate.
10. To supervise classrooms, corridors and cloakrooms during wet lunchtimes.
11. To be aware of confidentiality issues and maintain appropriate confidences.

#### **General information**

To implement the instructions of the Head Teacher in respect of the overall arrangements for the lunch break.

To carry out any other reasonable duties as directed by the Head Teacher at a level commensurate with the post.

The job description may be reviewed annually or earlier if necessary and amended after consultation with you.