



Working Together for Our Children

Job Description – Lunchtime Supervisory Assistant

Job Purpose: To assist the Lunchtime Supervisor with the supervision, discipline and safety of pupils on site during the lunchtime break.

Grade: B

Responsible to: Midday Supervisor

Duties & Responsibilities:

1. Assisting the younger pupils by ensuring:
 - they visit toilet and wash hands before lunch;
 - shoe laces are tied, coats put on correctly;
 - they do not push/run/jump when walking up or down stairs;
 - they are supervised/watched at all times.
2. Supervising pupils during the lunchtime period, including the entry of pupils into the dining area.
3. Assisting pupils to collect meals from the distribution areas, where necessary.
4. Supervising table manners and, in the case of young pupils, assisting in the correct use of cutlery, cutting up meals etc.
5. Encouraging pupils to eat meals and to try meals which are new to them.
6. Maintaining high standard of behaviour and manners in the dining area and on the school playground.
7. Dealing with minor accidents, spillages, breakages etc and reporting any serious accidents/incidents to Lunchtime Supervisor and/or First Aider.
8. Supervising in the playground or classroom (if indoor playtime).
9. Such other duties which may be required from time to time by the Midday Supervisor, Headteacher or Deputy Headteacher.

*One School, One Team and One
Family*



Headteacher: Paul Harris
Chair of Governors: Lindsey Wardle

