

TERMS OF REFERENCE AND DETAILS OF RESPONSIBILITIES: LUNCHTIME SUPERVISOR

To provide supervision and support for pupils during the lunch period, maintaining high standards of safety, welfare, behaviour, and pastoral care at all times

Hours of Work:

The appointment is part-time, working 5 hours a week term time only;
Monday to Friday 60 mins per day (12:20 pm – 13:20 pm)

• Responsibilities:

- Supervise pupils in dining areas, playgrounds, and other designated lunchtime spaces.
- Ensure the safety and welfare of pupils at all times, following school safeguarding and health and safety procedures.
- Promote positive behaviour and encourage pupils to follow school rules and expectations.
- Respond to accidents, incidents, and minor first aid needs in accordance with school procedures.
- Report any safeguarding concerns, behavioural issues, accidents, or welfare concerns promptly to the appropriate member of staff.
- Monitor and manage pupil movement between classrooms, dining areas, and playgrounds.
- Help maintain a clean, tidy, and safe environment during and after the lunch period.
- Work collaboratively with teaching staff and school leaders to support pupils' wellbeing and behaviour.
- Attend relevant training and meetings as required.
- Promote the school's values, policies, and procedures at all times.

Personal Specification: Skills and Knowledge Required

Essential:

Previous experience of working with children and young people.
Suitable to work with children.
Flexible and reliable.
Team player
Good communication skills

Desirable:

First Aid Certificate
Safeguarding training.
Health and Safety awareness