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## LUNCHTIME SUPERVISOR (JUNIOR SCHOOL) JOB DESCRIPTION

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The Lunchtime Supervisor will assist teaching staff with monitoring pupils during lunchtime and ensuring the wellbeing and safety of pupils, in line with the School's policies and procedures.

### ACCOUNTABLE

The Lunchtime Supervisor will report to the Head of the Junior School and, through them, they are ultimately responsible to the Head.

### KEY AREAS OF RESPONSIBILITY

- Offering care and support throughout lunchtime - both in the dining hall and playground.
- Being responsible for the wellbeing and social interaction of pupils during lunchtime.
- Assisting in the domestic care and welfare of pupils at mealtimes.
- Promoting high standards of behaviour.
- Assisting in the supervision of other activities during lunchtime, including the setting out and storing of relevant equipment.
- Ensuring that the outside and inside areas are left tidy for the afternoon session
- Reporting any incidents and accidents that occur during lunchtime to teaching staff, in line with School's policies and procedures.
- Being watchful of any potentially hazardous situation e.g. slippery floors, etc. and reporting concerns to the relevant staff member.
- Attending meetings, liaising and communicating with colleagues in school.
- Report any safeguarding concerns to the School's Designated Safeguarding Leads (DSL), a Deputy Designated Safeguarding Leads (DDSL) or the Head of the Junior School, at the earliest opportunity.

### GENERAL STAFF RESPONSIBILITIES

All School staff are expected to:

- Work towards and support the School's vision and the School's objectives outlined in the SDP.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Adhere to all School policies and the Staff Code of Conduct Policy.
- Share pastoral concerns on a need to know basis with other members of staff.
- Support members of staff in maintaining firm but fair discipline.
- To lead by example, e.g. actively promoting mindfulness/positive mental health around School.
- Undertake other reasonable duties related to the job purpose required from time to time.

### NOTES

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.