



## **Parkside Middle School**

### **Job Description**

<b>Job Title:</b>	Lunchtime Supervisor
<b>Responsible to:</b>	Assistant Headteacher
<b>Responsible for:</b>	Pupils under their care
<b>Hours of work:</b>	5 Hours per week – Term time only

#### **PURPOSE OF JOB**

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

#### **KEY FUNCTIONS**

- Ensure standards for healthy eating and table manners are maintained.
- Report accidents and ensure the appropriate record is completed by a First Aider in school.
- Supporting pupils on the playground areas ensuring appropriate games and behaviour standards are maintained.
- Ensure that discipline policies are implemented.
- Support the work of the staff and other Supervisory Assistants.
- To escort the children to and from the dining area and ensure their safety at all times.
- Record inappropriate pupil behaviour and convey serious incidents to the staff.
- Maintain checks throughout the lunch break to ensure pupils are safe.

#### **QUALIFICATIONS, KNOWLEDGE AND SKILLS REQUIRED**

- Adhere to the Behaviour and Positive Attitude Policy
- Term time working.
- No smoking policy.

**Signature..... Dated.....**