

**St. Margaret's at Hasbury Primary
School
Lunchtime Supervisor**



Lunchtime supervisor both indoors and outdoors

Condition - Term time only. This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary- To support the development of play opportunities during lunch time at St. Margaret's at Hasbury Primary School. To assist the school's management with the administration of agreed lunchtime procedures. To ensure the safety and welfare of all children while they are in the dining hall and at play.

Duties and Responsibilities (outdoor)

- To support children and young people to actively participate and be involved in a varied menu of play opportunities and activities
- To work alongside other staff involved in lunch time supervision
- To liaise with teachers where necessary in order to support appropriate play opportunities for targeted children
- To be responsible for monitoring a safe working environment:
 - ♣ support regular risk assessment for the direct working environment
 - ♣ to report all accidents and incidents to the appropriate bodies
- To ensure that responsibilities and duties are carried out in accordance with Health and Safety legislation, Equal Opportunities policy and Child Protection Policies
- To attend relevant job related training
- To promote inclusion and children participation within playwork practice
- To keep the play areas clean and tidy during sessions, and clear up fully at the end of each day
- To promote positive action to deal with challenging behaviour of children
 - To form and maintain appropriate professional boundaries with children, staff, volunteers, parents and carers
- To contribute to the monitoring and evaluation of the play sessions in order to maintain a high quality play time experience for children
- To provide first aid when necessary (Duties and Responsibilities)
 - To direct and supervise children to and from the dining area
 - To supervise children whilst collecting food and eating
 - To supervise children in the playground, on the field and in the classrooms
 - Encourage the children to play constructively, take part in play where appropriate
 - To assist with teaching children how to use cutlery properly; school, referring unacceptable behaviour to a senior member of staff
 - To assist with the setting out of tables and chairs and clearing away after dinner
 - To serve drinks to the children
 - To liaise with other dinner supervisors to ensure that adequate supervision of all school areas is maintained at all times
 - To administer basic first aid and refer to a trained first aider where necessary
 - Ensure that all accidents are entered into the first aid book and issue 'head bump' letters and stickers when appropriate
 - To attend half termly meetings to discuss any issues that may arise from the job
 - To instil good manners and sociable behaviour in the dining hall and around the school referring unacceptable behaviour to a senior member of staff

Confidentiality

You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

St Margaret's at Hasbury Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.