

Halesbury School

Job Description

Title: Lunchtime Supervisor

Reports to: Headteacher/Senior Lunchtime Supervisor

Job Purpose:

The duties of a Lunchtime Supervisor involve the safe supervision and welfare needs of pupils during the lunch period.

Specific duties:

- Working closely with and under the direction of the Lunchtime Supervisor to carry out the duties allocated for the benefit of the pupils
- Supervising pupils in a specified area of the playground or field or classrooms during inclement weather and facilitating play opportunities and social interaction.
- Reporting ANY accident to Management.
- Administering First Aid, recording and reporting details in line with procedures
- Setting appropriate standards of dress and language to set examples for the pupils
- Any other related duties or responsibilities as defined by the Headteacher.

Person Specification

Experience

Working with or caring for children of primary/secondary age.

Qualifications / Training

Excellent numeracy and literacy skills

Willing to undertake any training, including First Aid, as deemed necessary and relevant to the role

Practical Skills

A basic knowledge of first aid

Ability to act positively in event of accident / incident

Excellent communication skills and the ability to relate to pupils with special needs

Personal Qualities and Attributes

Ability to work as part of a team

Ability to follow verbal instructions

Signed: _____

Date: _____