

SHOBNALL PRIMARY SCHOOL					
Job No.	Name	Post Title	Proposed Grade	JE Pts	Date
L1719		LUNCHTIME SUPERVISOR - LEVEL 1	Grade 2	296 NJC	2019-2020

**STATEMENT OF PURPOSE:**

To provide the care of the children during the school lunch break.

**SUPERVISION OF PUPILS**

- Where the children dine away from the school, escorting them to and from the school dining room.
- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates receptacles provided.
- Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned.
- Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

**SUPPORT TO PUPILS**

- Assisting the children with their table manners and use of cutlery and assisting with the cutting of meat etc for smaller children
- Patrolling the playground and “out of bounds” areas regularly.
- Organising games and activities.

**RESOURCES**

- Responsibility for ensuring that the dining room equipment is hygienically maintained.

**SUPPORT TO SCHOOL** (This list is not exhaustive and should reflect the ethos of the school):

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with pupil needs as appropriate during the school day.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

