

## OXFORDSHIRE COUNTY COUNCIL

### Headteacher:

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Fritwell Church of England  
Primary School  
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**"Growing and learning together with God."**

Children at Fritwell Church of England School are confident and inspired. They achieve personal success and show love and respect for all.

### **Lunchtime Supervisor Job Description**

#### **Duties**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Line Manager – Member of SLT

#### **Responsibilities**

- ❖ Supervise and assist children while eating and help them to learn to develop good table manners and to eat sufficient food
- ❖ Clean and clear tables where appropriate and ensure that the dining hall is kept safe at all times by wiping the tables and clearing any liquids or foods which may have fallen onto the floor
- ❖ Take charge of groups of children in the playground or the classroom, depending on the weather;
- ❖ Supervise and interact with the children at lunchtimes and set up and encourage games and promote social interaction in the playground
- ❖ Ensure that children remain within a safe environment, and that they play safely;
- ❖ Ensure accidents are treated correctly and reported appropriately
- ❖ Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance from the class teacher when making a decision about sending a child home;



- ❖ Ensure the children walk around the school and enter school quietly at the end of lunch and in an orderly way
- ❖ Share with the class teacher any concerns you have about a child i.e. whose diet may give rise for concern and report incidents of anti-social behaviour at the end of lunchtime to the class teacher
- ❖ Maintain confidentiality with regard to pupil, staff and school issues
- ❖ Liaise effectively and professionally with staff, teachers and parents, as required
- ❖ Ensure the health, safety and welfare of students is maintained at all times

## **Standards and quality assurance**

1. Support the aims and ethos of the school and consistently follow all school policies
2. To always talk positively in front of staff and other stakeholders about decisions
3. To always talk positively about pupils and their families
4. Set a good example in terms of dress, punctuality and attendance and follow the school dress code
5. Attend team, staff meetings and INSET when required
6. Undertake professional duties that may be reasonably assigned by the Head Teacher
7. Be proactive in matters relating to health and safety

