



HAMPSTEAD PAROCHIAL
Church of England Primary School

JOB DESCRIPTION - Lunchtime/Playtime Supervisor

Name:

Responsible to: Headteacher

Line Manager: Deputy Headteacher

Safeguarding

- Hampstead Parochial School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Regular vetting will take place both before and during employment.

Responsible for:

The supervision of pupils during the lunch break. To ensure their safety and well being and to make sure that the school rules applying to lunch times are followed.

Duties

- To ensure pupils move around the lunch hall in an orderly manner.
- To supervise children collecting their meals from the serving area and assist younger children with carrying their food.
- To assist every child with a glass of water and encourage them to drink water
- To supervise children eating their meals and encourage good manners.
- To encourage children to eat a balanced and healthy meal.
- To efficiently and effectively help children clear away their plates
- To ensure that the tables are kept clean in between sittings
- To ensure the health and safety of children in the dining hall
- To control the behaviour of pupils in the dining hall, reporting any concerns to the class teacher, Deputy Head and Headteacher.

- To ensure that children do not leave the lunch hall before the end of their sitting without permission.
- Help children to formulate games in the playground.
- Be aware of children becoming over boisterous with others.
- Look for the child who finds it difficult to integrate and help them.
- To deal with minor accidents during the lunch period ensuring that children are sent to a First Aid representative. Reporting any serious accidents to the Deputy Head or Headteacher. Following the accident reporting and first aid procedures of the school.
- To follow Child Protection Procedures and report any concerns to the Headteacher.
- To be sympathetic and understanding to those children who may have problems or difficulties. Offering them support and draw any concerns you may have to the attention of the class teacher. In particular try to help those children for whom English is a second language, or children who are new to the school.

Team working and collaboration

Work as a team member and identify opportunities for working with colleagues, managing work where appropriate and sharing the development of effective practice with them.

Note:

You are required to comply with any reasonable request from your manager to undertake work at this or a similar level that may not be specified in this job description. This job description may be changed to meet the changing needs of the school, in consultation with the post holder and the governing body to reflect or anticipate changes in the job commensurate with the grade and job title. Where such a change is felt to be necessary by the school and agreement cannot be reached, changes may be made by the employer giving the required notice of a change to the job description.

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The school is committed to the implementation of equal opportunities principles ,monitoring and active promotion of equality in all aspects of the school community, including staffing and employment. Hampstead Parochial CE Primary School will endeavour to ensure that the opportunities to succeed are equal for all.

Signature of Postholder	
Signature of Headteacher	
Date:	