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### BISHOP CHALLONER SCHOOL

### LUNCHTIME SUPERVISOR

(Fixed Term Contract)

## Reporting to: The Head of Key Stages 1 and 2

* To work as part of a midday team, alongside other teaching and support staff
* To supervise children in the dining hall, in conjunction with other staff on duty, assisting with serving of lunches and drinks and encouraging children to eat their lunches sensibly and to clear away any plates / cutlery / cups in the dining hall as required
* To be aware of any children with food allergies and ensure that guidelines are followed
* To follow school policies at all times, including safeguarding of children, reporting any concerns to the School Safeguarding Lead
* To ensure that suitable small play equipment is taken into the playground every day and packed away properly at the end of break times
* To supervise children in the playground ensuring that both small play equipment and larger, fixed equipment are used appropriately
* To interact with the children, initiating group games and teaching new games
* To regularly check safety of all equipment and report any concerns to Line Manager
* To circulate around the playground / field area when on duty, ensuring that all areas are monitored
* To be aware of health and safety issues at all times, reporting any concerns to Line Manager
* To identify any children who are not mixing well and to encourage them to join in games with others
* To treat all children with respect and speak to them in a calm, caring, quiet manner at all times
* To ensure that the behaviour of children at lunch times is of a high standard and to employ appropriate behaviour management strategies to maintain this, remaining consistent with school policies
* To intervene and resolve any disagreements between children in a calm way, ensuring that all involved understand how to play more cooperatively together
* To ensure that playground rules are kept by all children and that any sanctions imposed are age-appropriate, and in line with school guidelines
* To administer basic first aid as required, ensuring that children are taken to the office for assistance if needed
* To line the children up at the end of break so that they are calm and ready for their next lessons
* To supervise children in classrooms on wet lunch breaks, organising suitable games and activities in liaison with the class teacher
* To ensure that your own first aid qualification is always up to date, informing your line manager in sufficient time if further training is needed

*This job description is not all inclusive and will be subject to annual review.*

Signed ………………………………………………..

Date…………………………………

Head’s signature……………………………………..