



St Mary's CE Infant School  
19 Church Green  
Witney  
Oxfordshire  
OX28 4AZ



## Job Description

<b>Job Title:</b>	Lunchtime Supervisor
<b>Grade of post:</b>	GRADE 1
<b>Location:</b>	St. Mary's CE Infant School

### Job Purpose:

To supervise the children at lunchtimes and ensure the smooth running of lunchtime meals and play activities across the school environment.

### Main Responsibilities:

- The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.
- The role of the lunchtime supervisor is to supervise the children, supporting them with eating appropriately, ensuring drinks are provided and helping with the social skills of sharing lunchtime with peers. The clearing up of spillages, wiping of tables, supporting children cutting up their food and the leaving of the dining area are part of the duties.
- When the weather is suitable, children will play outside as appropriate. Lunchtime Supervisors will be expected to be outside and engage the children in activities where required.
- In wet weather, there will be a requirement to supervise the children in classrooms. Lunchtime supervisors should remain with their allocated classes until the teaching staff return to ensure continuity of supervision.
- All incidents dealt with should be reported to the appropriate person before the lunchtime supervisor leaves the school, unless very serious (verbal/physical aggression) when the appropriate person should be called immediately.
- In the case of an injury, the lunchtime supervisor should follow the schools procedures for managing situations of this kind.
- Lunchtime Supervisors will be required to engage with training as appropriate.

### General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the Oxford Diocesan Schools Trust;
- 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;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### **Safeguarding Statement**

*St. Mary's CE Infant School and The Oxford Diocesan Schools Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references one from current/latest employer).*