



## **The Piggott School: Charvil Primary**

### **Lunchtime Supervisor**

#### **Job description**

##### **General**

- To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed
- Prepare the hall for lunch by putting out tables and chairs, cutlery and other equipment as necessary
- Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session
- To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour
- Ensure that all accidents are recorded in the accident book and reported to Reception in order that any appropriate action may be taken
- Ensure all children are engaged in suitable activities. Be proactive and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the teacher in charge.
- Attend relevant training opportunities

##### **Safeguarding and child protection**

- Maintain confidentiality regarding incidents and/or disclosures involving children
- Escalate any concerns with the appropriate member of staff
- Follow safeguarding guidelines