

COTFORD ST LUKE COMMUNITY SCHOOL

JOB DESCRIPTION – LUNCH TIME SUPERVISOR/PLAY LEADER

Responsible to: The Head Teacher

Main Purpose of Job: To provide daily care, support and a safe environment for pupils at lunch time.

Main Responsibilities and Duties:

1. Ensure the dining hall is set up and cleared for school use in the afternoon.
2. Ensure that pupils wash their hands before eating.
3. Encourage appropriate eating and ensure appropriate behaviour in accordance with the schools behaviour policy.
4. Supervise children in the playground, teaching them games and encouraging them to play appropriately.
5. Follow the school procedures for dealing with conflict between pupils
6. Understand the appropriate action in the case of injury and carry out minor first aid.
7. Promote and reinforce pupils self esteem and appropriate behaviour at all times.
8. Ensure pupils health, safety and welfare at all times, reporting any concerns to the class teacher or Head teacher.

Contacts and Relationships

The post involves the experience of working with children and a range of interpersonal skills and an understanding of when and how to intervene. It involves working closely with class teachers and other members of support staff. Although there is no compulsion for the postholder to do so, involvement in all aspects of school life will be welcomed, eg Staff Training Days, PTA events.

The post involves attending appropriate training courses from time to time.