**LUNCHTIME SUPERVISOR - JOB DESCRIPTION**

To follow the aims and pursue the principles of the school.

To supervise children during the lunch hour, in both dining room and playground.

To carry out the duties designated by the senior supervisor.

To co-operate with the senior supervisor, cooks and teaching staff to ensure that lunchtime runs smoothly.

To act with discretion, never discussing children or staff outside school but referring people to the teaching staff or Head as appropriate.

To be aware of and comply with policies and procedures relating to behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To help with mopping up spills, and children and tidying the lunch room.

To relate to and play with the children, encouraging them to develop a variety of playground games.

To encourage good table manners, polite behaviour and responsibility among the children.

To be punctual and wear appropriate clothing.

Date:

Signed: