



IPSWICH HIGH SCHOOL

Lunchtime Supervisor Job Description

- To maintain the safety, welfare and good conduct of the pupils during the lunchtime break.
- To assist children in selecting their meal and sitting in an appropriate place in the canteen, if applicable
- To assist children with eating their meal if applicable.
- To supervise outdoor play in any area of the school where supervision may be necessary.
- To enforce the necessary sanctions for maintaining good order within the relevant school policy.
- To keep daily records of any behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Where necessary and appropriate to lead games and activities with the children.
- To alert a teacher and/or the Safeguarding lead of any concerns regarding an individual child or group of children.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- To attend relevant training and meetings as required.
- To respect confidentiality at all times.
- Be flexible in approach
- Any other duty that is deemed appropriate by line manager