

Lunchtime Supervisor / Nursery Swimming Changer **Job Description**

Lunchtime Supervisor

Responsible to: Lower School Co-ordinator

Hours: Monday – Friday 12noon – 1.30pm, term time only

Job Purpose:

- *To supervise pupils while they are having their lunch, ensuring that the children eat meals safely and behave appropriately*
- *Supervise children during playtime*

Duties:

- Dish up the food for the children
- Supervise pupils eating food, ensuring that good table manners are adhered to
- Clear tables when lunch is finished
- Escort pupils from the dining area, as necessary
- Report to the Head of Early Years any child whose diet may give rise for concern

- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Seek appropriate assistance to minor accidents sustained during the midday break
- Seek appropriate assistance if a child becomes ill during the midday break
- Report to the Head of Early Years, any acts that constitute serious infringements of school rules
- Liaise effectively and professionally with staff and teachers, as required
- Attend training and meetings, as required
- To set an example to all children by personal attitude of co-operation, consideration and caring relationships to all members of the school.

The duties outlined above are in addition to those covered by the latest 'Contract of Employment' under Duties and Hours of Work. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job.

Nursery Swimming Changer

Responsible to: Head of Early Years

Hours: Monday – Friday 8.45 – 11.45am, term time only

Our Changer will:

- Collect children from Nursery walking them to the swimming pool
- Work as a team with the other changers and staff
- Feed back to the Nursery Staff or Head of Swimming any concerns immediately
- Understand and support emotional and social needs of pupils
- Support behavior for this age following the school's policies
- Attend to any child who becomes ill or injured during the day and seek appropriate assistance
- Support children with toileting and personal care when needed
- Set a positive example to all children by personal attitude of co-operation, consideration and caring relationships to all members of the school
- Promote and safeguard the welfare of the pupils maintaining a constant awareness of all issues relating to child protection
- Follow the school's policies as set out in the staff handbook and on the school website
- Attend training, as required