



JOB DESCRIPTION- Lunchtime Leader

Name:

Professional Standards

All school staff are expected to uphold high standards of personal and professional conduct at all times, demonstrating honesty, integrity and professionalism in all aspects of their work.

Staff who work with children must maintain appropriate professional boundaries and recognise the unique position of trust they hold. Staff are expected to promote the safety, wellbeing and dignity of all pupils and to act as positive role models at all times.

Purpose of the Post

The Lunchtime Leader will work as part of a team responsible for supervising pupils and the school premises during the midday break.

The postholder will help to ensure that lunchtime runs smoothly, safely and positively, promoting the welfare, inclusion and positive behaviour of all pupils.

Duties and Responsibilities

Supervision

- Supervise pupils safely and appropriately in the dining hall, playground and classrooms during wet play.
- Support pupils during lunchtime, encouraging positive attitudes towards food and eating without placing pressure on pupils to eat.
- Monitor pupils who regularly do not eat their lunch and report any concerns to the relevant member of teaching staff.
- Monitor pupils who are not engaging in play or who appear isolated, upset or distressed, and report any concerns to the relevant member of staff.
- Support pupils to develop appropriate independence and social skills during lunchtime.
- Support children in the dining hall to use cutlery and dining equipment appropriately.

Organisation

- Ensure pupils arrive at the dining hall at the appropriate time and enter and leave in an orderly manner.
- Help to prepare and organise the dining hall for lunchtime.
- Assist with putting away tables, chairs and other equipment following lunchtime.
- Ensure pupils enter and leave the dining hall safely and calmly.
- Clean up food and water spillages promptly and report any hazards that cannot be dealt with safely.
- Ensure trays, plates, bowls and other dining equipment are stacked safely and appropriately.
- Ensure water is replenished when required.
- Support pupils to maintain a clean and tidy dining environment.
- Ensure pupils wash their hands before eating, in line with school procedures.

Health and Safety

- Supervise pupils appropriately and remain vigilant to potential health and safety risks.
- Take reasonable action to minimise identified risks and report concerns promptly to the appropriate member of staff.
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider, record on the school's system
- Record accidents, incidents and near misses in accordance with the school's procedures.
- Be aware of and follow arrangements for pupils with medical, dietary or other individual needs.
- Follow the school's procedures relating to food allergies, dietary requirements and medical conditions.
- Promote healthy eating in accordance with the school's policies and procedures.
- Report concerns relating to pupils' health and safety, the environment or play equipment to an appropriate member of staff.
- Check playgrounds and other areas before pupils use them and report any hazards.
- Ensure that appropriate safety procedures are followed when pupils are using play equipment.

Behaviour and Relationships

- Model positive, respectful and inclusive behaviour at all times.
- Promote positive relationships between pupils and encourage respectful behaviour during lunchtime and play.

- Encourage pupils to resolve minor disagreements appropriately and seek support when necessary.
- Report incidents of inappropriate behaviour to the relevant member of staff in accordance with the school's Behaviour Policy.
- Take appropriate action to minimise disruption and prevent harm to pupils, in accordance with the school's Behaviour Policy and the level of responsibility of the role.
- Encourage pupils to take responsibility for tidying up after themselves in the dining hall and when using play resources and equipment.
- Follow agreed strategies and guidance provided by teaching staff when supporting individual pupils with additional needs or behaviour difficulties.
- Maintain appropriate professional boundaries with pupils at all times.

Play and Activities

- Encourage pupils to participate in positive and inclusive play activities.
- Organise and support age-appropriate games and activities.
- Encourage pupils to share and use play equipment appropriately.
- Support pupils to develop positive social skills through play and group activities.
- Help to resolve minor disagreements between pupils and seek support from teaching staff where necessary.
- Report damaged, missing or unsuitable play equipment to the appropriate member of staff.
- Work with the line manager and other staff to ensure that pupils have access to suitable play equipment and activities.

Safeguarding

- Maintain a vigilant approach to safeguarding and promote the safety and welfare of all pupils.
- Ensure pupils remain within the designated school areas during the midday break and follow the school's procedures if a pupil leaves or attempts to leave the school premises.
- Be alert to any unidentified or unauthorised visitors approaching or entering the school and follow the school's procedures for reporting concerns.
- Report all safeguarding concerns promptly to the Designated Safeguarding Lead (DSL) or in accordance with the school's safeguarding procedures.
- Record safeguarding and relevant behaviour concerns accurately and promptly using CPOMS, where required.
- Maintain confidentiality and only share information with those who have a legitimate need to know.
- Follow the school's safeguarding policies and procedures at all times.
- Attend safeguarding training and other relevant training as required.

Other Responsibilities

- Read and comply with all relevant school policies and procedures, including those relating to safeguarding, confidentiality, UK GDPR, social media, health and safety, behaviour and staff conduct.
- Undertake training and professional development required to fulfil the responsibilities of the role.
- Attend relevant meetings and briefings as required.
- Keep up to date with relevant school communications, including emails, notices and staff communications.
- Liaise effectively, respectfully and professionally with pupils, colleagues, parents/carers and other members of the school community, as appropriate to the role.
- Maintain confidentiality at all times.
- Contribute positively to the wider life and ethos of the school.

General

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not intended to be a comprehensive list of all tasks and responsibilities that the postholder may be required to undertake.

The postholder may be required to undertake other duties that are appropriate to the level and nature of the role.

This job description may be amended from time to time following consultation with the postholder.

Last review date: 23/09/2026

Headteacher signature: _____ **Date:** _____

Postholder's signature: _____ **Date:** _____