

Job Description

Job title: Lunchtime Supervisor (Senior)

Reports to: Office Manager

Location: Hartley Primary Academy

Job Summary: To deploy the team of Lunchtime Supervisors as efficiently as possible, so that all pupils have a pleasant and sociable lunchtime. To communicate effectively with all Lunchtime Supervisors and promote professional relationships whilst engaged in the role.

Key responsibilities and duties

The duties of the Senior Lunchtime Supervisor will include all duties for Lunchtime Supervisors. In addition, the Senior Lunchtime Supervisor will:

- Be responsible to the Principal regarding the safety, welfare and conduct of pupils and of others on the site during the lunchtime break
- Devise rotas for the effective use of all Lunchtime Supervisors
- Reorganise during absences, in order to maintain appropriate supervision ratios
- Assist with the recruitment and appointment of Lunchtime Supervisors
- Ensure that there is suitable play equipment for use on the playground, and that there is equipment available in the classrooms during wet lunchtimes
- Ensure an effective lunchtime supervisory team by allocating duties to Lunchtime Supervisors and monitoring their performance in carrying out their responsibilities.
- Ensure that first aid is provided in the case of an accident or illness, and that any accident is recorded in the accident book
- To ensure that Health and Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of accidents, action taken etc. with any emergency or serious incident being reported to the Principal immediately
- Inform the Principal in the case of a serious illness or accident
- Support the induction process for new members of staff, ensuring that each is fully aware of the current rules and arrangements of the school
- Liaise with class teachers when necessary
- Identify training needs and assist in any school based training activities for Lunchtime Supervisors
- Liaise with the Principal on ways and means of improving lunchtime supervision, and feedback to staff regarding the impact of these
- Monitor the general performance of Lunchtime Supervisors, where necessary referring any serious difficulties to the Principal

Person Specification

Criteria	Essential	Desirable
Experience	Experience of working with children or young people (paid or unpaid)	Experience of lunchtime supervisory role Experience of compiling rotas and allocating duties
Knowledge	Knowledge of basic Health and Safety and First Aid	A knowledge and understanding of the welfare and social needs of pupils during the lunch break
Qualifications or Training	Basic literacy skills	First Aid qualification
Skills	Effective communication skills Ability to supervise and organise pupils and a team of staff	

Personal Qualities & Attributes	Have good relationships with children To maintain confidentiality	
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Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.