

Job Description

Job Title:	Lunchtime Supervisor
Responsible to:	Senior Lunchtime Supervisor
Job Purpose:	Supervision of pupils during lunch break
Salary:	Scale Point 2, £11.59 per hour
Hours:	5hrs 25 mins/week, Monday – Friday 12.00.pm – 1.05pm. Term time only (38 wks/annum)

Main Duties:

The post holder will be responsible, under the direction of the Senior Lunchtime Supervisor for the supervision of pupils during the lunch break.

The post holder will supervise children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during school lunch breaks and encourage purposeful play and social skills activities.

The job involves some lifting (table, chairs, equipment etc) and bending and the post holder will be expected to work both inside and outside.

Principle Accountabilities:

To Ensure the Safety of Pupils

To ensure that pupils remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a pupil may be at risk. Manage first aid as necessary. Under the guidance of the Senior Lunchtime Supervisor carry out risk assessments to ensure a safe environment. (eg weather conditions)

To Ensure the Orderly Conduct of Pupils

To supervise the movement of pupils between classrooms and play and dining areas from the start of the lunch break until classes re-commence and to ensure orderly conduct in the dining area.

Additional Accountabilities:

To play a key role in supporting the personal and emotional development of children

- Encourage positive relationships: encouraging children to take responsibility for their actions: listening and learning respect for each other; learning to play co-operatively and recognising how their behaviour impacts on others.
- Provide support for individual pupils as necessary
- To take responsibility for the organisation and use of playground resources
- Take responsibility for the correct use of resources – eg checking equipment in adverse weather conditions
- Ensure all outdoor resources are stored and sorted appropriately
- To work as a member of the midday staff team
- To carry out the role effectively and safely, putting the needs and care of the children first at all times.
- To attend staff briefings/updates as required, to enable improvements and raise any key concerns with pupil health, wellbeing and safety.
- To report absence to the Office Manager by 10am.
- To brief the Teaching Staff and Senior Lunchtime Supervisor of any key issues.
- Adhere to staff uniform requirements.

- To work with other relevant staff
- -To liaise with the Outside Catering Staff working together to make the lunch time a pleasurable social experience for the pupils. To work as a team in the setting up and clearing away of the hall.
- Oversee Playleaders and organise games sessions during lunch break to ensure safety.

General Duties

- Clear dining hall tables in readiness for a second sitting, where appropriate
- Check and supervise toilets during lunch period
- Assist children with changing clothes in the event of accidents. This must be with the child's consent and should be with the knowledge and preferably in the presence of a colleague.
- Ensure the playground is safe and fit for use. Report concerns to the Senior Midday Supervisor.
- Stop any activity by pupils which may become too boisterous and may result in an accident. In the event of an accident follow normal first aid rules, and ensure incident is properly recorded
- Weather permitting ensure the field is safe and fit for use by checking for litter/animal excrement, if any low or damaged tree branches inform the Senior Midday Supervisor.
- Help to set up and put away toys and games at the start and end of each session.
- Ensure all equipment is tidied and sorted at the end of each half term.
- Any other reasonable task as directed by the Senior Lunchtime Supervisor.

Safeguarding children

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Enhanced Disclosure Procedures.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: _____

Date: _____

Print name: _____