

St Thomas More Catholic Primary School

Oxford Road Kidlington OX5 1EA



The
Pope Francis Catholic
Multi Academy Company



Headteacher: Mrs Breda Bowles

Tel: 01865 373 674

Email: office@stthomas-more.org.uk

Website: www.st-thomas-more.oxon.sch.uk

Lunchtime Supervisor – Job Description

Hours: 8.45 per week – Monday to Friday 11:15 - 13:00

Salary NJC Grade 1 – Point 1 £18,333 - pa pro rata - £9.50 Per Hour

Term time only, working 38 weeks, paid 43.31

Duties and Responsibilities Midday Supervisor

Each Lunchtime Supervisor will be allocated areas and children for whom they will be responsible each day. This could vary from week to week on a rota basis. Although the area will be divided so that each supervisory assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls and another lunchtime Supervisor is away.

The main areas of work responsibility will be the dining areas and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant experience for all concerned. The midday Supervisor must act as a responsible caring adult with the health, safety, welfare of the children always in mind, must show conduct which commands respect and must see that the children behave at all times sensibly and quietly.

The Midday Supervisor must be aware of how to get access to the first aid equipment and of the fire evacuation procedures in the event of it not being possible to contact the Headteacher or SLT.

To support and contribute to the school's responsibility for safeguarding children.

Chair of The Board of Directors: Mr Paul Concannon

An academy within The Pope Francis Catholic Multi Academy Company which is a company limited by guarantee and an exempt charity registered in England and Wales with company number 9113542 and registered address Addison Road, Banbury, Oxon, OX16 9DG.

Providing outstanding education for our children with 'The Joy of the Gospel' at its heart

Specific responsibilities include:

These will be allocated by the Headteacher in accordance with the lunchtime supervision for the school.

Duties and responsibilities - Supervision of dining areas

- Control queues to dining areas
- See that the overall arrangement for children to dine promotes an orderly and pleasant meal service.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- Aim to clear all dining areas of pupils every day where possible by 1pm.
- Encourage the pupils to leave the table clean.
- Ensure the dining areas are left clean and tidy.
- Ensure benches and tables are set up in the hall ready for service and cleared away at the end of service.

Duties and responsibilities - Supervision of outside dining areas

- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid children hurting themselves.
- Once lunch has been eaten, engage with the children in activities which promote healthy and active lifestyles.
- Regularly rotate activities on offer to the children.
- Promote the inclusion of all pupils.

Duties and responsibilities – Training

- Participate in appropriate school based meetings and training activities.
- Review and develop your own professional practice by attending relevant courses and provide feedback to colleagues.

Duties and responsibilities – General

- Responsibility to the Headteacher for the supervision of children throughout the mid-day break
- All pupils return to their classroom at the end of lunchtime.

- To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils.
- Contribute to the overall ethos, aims and work of the school.
- To understand and comply with the school's and local authority child Protection policy and guidelines.
- Maintain confidentiality at all times and to observe Data Protection guidelines.
- Understand and comply with the school's equal opportunities and other policies.
- Understand and comply with the school's behaviour policy.
- To understand and comply with the school's Health and Safety policy.
- Ensure the health, safety and welfare of pupils is maintained at all times.
- Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Carrying out any other instructions given by the Headteacher reasonably falling within the remit of the post.