



Deanery C.E. Primary School

LUNCHTIME SUPERVISOR

JOB DESCRIPTION

The duties of the Lunchtime Supervisor will be as follows:-

MAIN PURPOSE

To work as a team member under the leadership and direction of the Senior Lunchtime Co-ordinator (SLC) and to ensure the safety and control of pupils at all times during lunchtime period.

KEY AREAS

Working with colleagues

- To work in accordance with and be accountable to the (SLC).
- To work with the SLC to ensure the safe supervision and welfare of all pupils during their lunchtime break and during their mealtime.
- To work to a weekly rota set by the SLC across the school in any of the Key Stages.
- To work with the children and colleagues by supervising children at play; engage in promoting play activities with the children outside and in the classroom during inclement weather.
- To help the children taking their meals; undertake first aid duty;
- To work under the direction of the Principal/Senior Supervisor to supervise pupils during a wet lunchtime.
- To attend Lunchtime Supervisor meetings with Leadership Team Line Manager as requested, for purposes of information dissemination, training, open forums.

Working with children

- To ensure the safety and control of pupils at all times during lunchtime period.

Implementation of Policies

- To inform the Principal Supervisor and School at the earliest possible opportunity of personal absence.
- To ensure you are consistent within the team when dealing with behavioural difficulties and work in harness with the school Behaviour Policy.
- To liaise immediately with Principal Supervisor if persistent behaviour difficulties occur.
- To ensure accuracy in recording accidents in the "Accident Book." Ensure accident procedures are upheld and Principal Supervisor /Headteacher/Class teacher are promptly informed of more serious incidents.
- To undertake training, as deemed necessary by the school for the development of the post and continual professional development.

SAFEGUARDING

The Deanery C E Primary School is committed to the protection and safety of our children through the ECM Agenda. The successful candidate will be subject to an enhanced CRB check.