

ST. PHILIP'S C.E. PRIMARY SCHOOL
JOB DESCRIPTION – LUNCHTIME SUPERVISOR

1. INTRODUCTION

- 1.1 NAME OF POSTHOLDER:** _____
- 1.2 JOB TITLE:** Lunchtime Supervisor
- 1.3 JOB PURPOSE:** To work under the instruction/guidance of teaching/senior staff, to undertake care/support activities throughout lunchtime.
- 1.4 Line Management:** Reporting directly to the Class Teacher and Assistant Headteacher (Line Manager) and Headteacher
- 1.5 Liaising With:** Class Teacher, Assistant Headteacher, Deputy Headteacher, School Business Manager and Headteacher
- 1.6 Salary Scale:** G2
- 1.7 Working Time:** 6 hours 15 minutes per week
- 1.8 CRB Disclosure Level:** Enhanced

2. SCHOOL ETHOS

- 2.1** Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- 2.2** Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well being.
- 2.3** Promote the school and celebrate its success at every opportunity.

3. SUPPORT FOR THE PUPILS

- 3.1** Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to play activities.

- 3.2 Establish constructive relationships with pupils and interact with them according to individual needs.
- 3.3 Promote the inclusion and acceptance of all pupils.
- 3.4 Encourage pupils to interact with others, organise and lead indoor and outdoor activities and support Playleaders with playground games.
- 3.5 Promote good discipline, in accordance with the school's Behaviour Policy and the Anti-Bullying Policy.
- 3.6 Administer care/initial First Aid in relation to minor cuts/bruises. Seek support of designated First Aider and/or Headteacher when injury causes concern and whenever there is a head injury.
- 3.7 Be a good role model at all times, setting high expectations of self and pupils.
- 3.8 Ensure a congenial eating environment for all children regardless of the time they eat throughout the dinner session.
- 3.9 Be alert to difficulties and make yourself a point of contact for the children if they need you.

4. SUPPORT FOR THE TEACHER

- 4.1 Create and maintain a purposeful, orderly and supportive lunchtime environment.
- 4.2 Monitor pupils' responses to play activities and accurately record and report to the class teacher any difficulties relating to behaviour and relationships with others.
- 4.3 Promote good pupil behaviour, dealing promptly with conflict and incidents, in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 4.4 Establish constructive relationships with each other as the Lunchtime Supervisory Team and other staff members.

5. SUPPORT FOR SCHOOL

- 5.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- 5.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn, play and develop.
- 5.3 Contribute to the overall ethos/aims/work and Mission Statement of the school.

- 5.4 Appreciate and support the role of other professionals.
- 5.5 Attend and participate in relevant meetings as may be reasonably directed.
- 5.6 Participate in training and other learning activities as may be reasonably directed.
- 5.7 To take responsibility for the checking of the register of a class of children in the event of a lunchtime Fire Practice.
- 5.8 Follow agreed arrangements policy and protocols to ensure the smooth running of lunchtime provision.
- 5.9 Participate in the planning of the lunchtime rewards system and carry out the agreed policy effectively.
- 5.10 Be involved in the organisation of resourcing of lunchtime playground/indoor provision in consultation with Assistant Headteacher.
- 5.11 Direct visitors externally to the school office.

6. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Lunchtime Supervisor)

Signed
(Headteacher)

Dated
(Lunchtime Supervisor)

Dated
(Headteacher)