Job Description

Post: Lunchtime Supervisor

Responsible to: The Associate Headteacher, Headteacher, members of the senior leadership team (SLT) and the governing body

Responsible for: The welfare and safety of pupils during the lunchtime period.

Salary: £2603.87 6.25 hours per week

Location: Birchwood Primary School

Main purpose of the job:

- Supervise and ensure the safety and well-being of pupils during the lunchtime period.
- Work under the general direction of the Senior LTS or other designated person in charge

Duties and responsibilities

Supporting lunchtimes

- Supervise classroom and outside activities, encouraging inclusion
- Ensure orderly return to classrooms and travelling through school
- Attend to minor accidents (if First Aid trained, or refer to First Aider if not) or to pupils who become ill
- Report to SLTS if accident occurs or if pupil falls ill
- Monitor pupil behaviour, intervening as necessary in accordance with positive behaviour policy
- Report to SLTS any breaches of school rules
- Liaise with class teachers informing them of any lunchtime issues
- Contribute actively and organise lunchtime 'game activities' and promote safe use of play equipment.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Pupils having a school meal

- to see that pupils wash their hands and attend to toilet requirements before and after lunch;
- to escort pupils to and from the dining room as necessary;
- to ensure that pupils having a lunch are in the dining room at the required times;
- supervise collection of meals and assist with use of cutlery
- to assist pupils at the servery and with the proper use of cutlery where appropriate;
- assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables

Pupils eating their own food

- to see that pupils wash their hands and attend to toilet requirements before and after lunch;
- to escort pupils to and from the dining room as necessary;
- to supervise pupils eating food brought from home, ensuring that there is no sharing of food (H&S).
- ensuring that packed lunch equipment is cleared afterwards.

In the school or outside

- to be in charge of groups of children outside or inside;
- to attend to minor accidents sustained during the lunch break;
- to attend to any pupil who becomes ill during the lunch;
- to complete and maintain minor accidents forms;
- to liaise with the school office about the recording of all accidents in the appropriate place;
- to deal with breaches of the one school rule 'Consideration and Respect';
- to organise appropriate play activities to interest the children and to focus them on appropriate play; including organising senior pupils to help with this under the direction of a senior teacher.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities, which relate to the pupil/pupils in your care
- Liaise with the class teacher about lunchtimes
- Promoting the ethos of the Academy, as expressed in the mission and vision statements, is a shared responsibility to which staff make a significant contribution.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with class teachers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Make a positive contribution to the wider life and ethos of the school

Professional development

- Be responsible for improving your practice through participating fully in training and development opportunities identified by the school

Other

- To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher or Senior Leadership Team

Safeguarding children and young people

Safeguarding

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. It is expected that ALL staff have read and understand the document ***'Keeping children safe in education'.***

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Commitment

Demonstrate a commitment to:

- Commitment to safeguarding and promoting the welfare of children and young people
- Equalities
- high quality, stimulating learning environments
- Willingness to undergo appropriate checks, including enhanced DBS checks
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
- Have a willingness to demonstrate commitment to the values and behaviours which flow from the Trusts ethos
- Relate positively to and showing respect for all members of the school and wider community ongoing relevant professional self-development