



## **Senior Lunchtime Supervisor Job Description**

**10 Hours Per week, term time.**

**Grade D Scp 5-6 (£10.47 - £10.68 per hour)**

**Start date: As soon as possible**

**One year fixed term contract in the first instance**

The Post holder will be accountable to the Headteacher and through her to the school's governing body. The duties outlined in this job description may be modified to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **JOB PURPOSE**

#### **Support for SLT**

- By being the link between SLT and all lunchtime staff ensuring that the day-to-day running of lunchtime procedures and routines is efficient, safe and well managed.
- Deliver key information to all lunchtime staff daily, ensuring that all staff are aware of and changes to the lunchtime service.
- Assist SLT in the preparation of lunchtime staff meetings.
- Follow up any matters arising from meetings that are delegated to this role.
- To support SLT, in supervising a team of lunchtime staff to ensure a good lunchtime experience for all of our pupils in the dinner hall and to promote and ensure a balance of 'patrolling' and 'purposeful play' on both playgrounds (Jenny Moseley model).
- To supervise and be accountable for the welfare of all children during the lunch period including assisting in the supervision of children within the toilets, dining hall and classrooms.
- Direct lunchtime staff during periods of 'wet play'.
- Allocate duties of other lunchtime staff and make arrangements for cover as appropriate.
- Supervise and support lunchtime staff.
- Alert senior staff of any concerns regarding pupils or staff.
- To ensure that all Child protection and Health and Safety Regulations are adhered to.
- To assist with any other duties as from time to time which may be allocated by SLT
- Attend staff meetings/training and participate in the training/development of other staff including staff reviews as required.

### **Support for the Catering Team**

- To support the Catering Manager and address any matters which may impact upon service time.
- To liaise with the Catering Manager and school staff to address any matters concerning the dietary needs of individual pupils.
- Actively encourage healthy eating and promote a calm, safe and happy environment for children to enjoy their lunchtime experience.
- Set/clear tables at the start and end of service.

### **Support for Pupils**

- Actively encourage high standards of behaviour at lunchtime including table manners, turn taking in games and the correct use of cutlery.
- Ensure that playground spaces provide a happy and stimulating environment for pupils by ensuring opportunities for purposeful play, managing and deploying suitable playground resources and ordering new equipment as required.
- Lead games and activities and ensure other staff follow your example.
- To administer and appropriately record first aid to children who are unwell or injured.

### **Quality Assurance and standards:**

- To uphold the Catholic ethos and values of the school
- To set a good example in terms of dress, punctuality and attendance
- To be professional when dealing with parents, visitors, staff, pupils and outside agencies
- To attend team and staff meetings as required
- To be proactive in matters relating to health and safety
- To adhere to and promote the school's policies and procedures at all times
- To participate in induction training, staff review processes and professional development opportunities.

### **Health and Safety:**

- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task 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 with the grade and job title.

This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and will be subject to an enhanced DBS certificate with a children's barred list check. You will also be required to complete a criminal self-disclosure form if you are short-listed for the post.