

JOB DESCRIPTION

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| POSITION: | Lunchtime Supervisor |
| REPORTS TO: | Deputy Head/SENDco |
| RESPONSIBLE FOR: | EYFS children eating lunch and at play |
| GRADE: | A Point 1 |

JOB PURPOSE

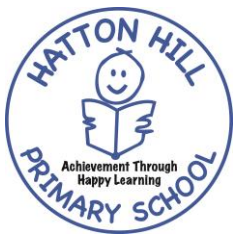
To ensure, individually or as part of a team, the welfare and safety of all children remaining within the school grounds or buildings during lunch time.

MAIN RESPONSIBILITIES AND TASKS

- Supervise children on school premises and grounds during lunchtimes
- Use initiative in monitoring events occurring on the school premises and grounds
- Report any relevant matters or dangers to the Headteacher or Deputy Headteacher
- Ensure a safe environment exists (e.g. by reporting any broken glass, unsafe Equipment etc. to the Headteacher or Deputy Headteacher)
- Deal with any minor injuries and report any concerns to the Head or a designated first aider
- Help children to eat their lunches
- Undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area)
- Watch for intruders on the site during periods of duty
- Be mindful of the need to maintain a safe environment at all times by observing good supervisory practices
- Inform the appropriate member of the teaching staff of any significant instances, including good and bad behaviour
- Undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy
- Undertake such other duties as may be reasonably required and which are consistent with the general level of responsibilities of this job
- Maintain personal and professional development to meet the changing needs of the job, participate in appropriate training activities

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

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| <u>Prepared by:</u> | <u>Name</u> | Anna James |
| | <u>Designation</u> | Head Teacher |
| | <u>Date</u> | March 2018 |



PERSON SPECIFICATION

Post: Lunchtime Supervisor

School: Hatton Hill Primary

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| <u>Skills</u> <ul style="list-style-type: none"> • Ability to work effectively within a team environment. • Ability to build effective working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes | E E E |
| <u>Knowledge and Understanding</u> <ul style="list-style-type: none"> • Basic awareness of inclusion, especially within a school setting • Experience of working with and/or caring for children (with specified age range) • Above within an educational setting | E E D |
| <u>Qualifications and Training</u> <ul style="list-style-type: none"> • Willingness to participate in relevant training and development opportunities • First Aid qualification | E D |
| <u>Professional Values and Practice</u> Must be able to demonstrate the following: <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Able to improve their own practice through observations, evaluation and discussion with colleagues | E E E E E |