

Job Description

Job title: Relief Lunchtime Supervisor

Salary Range: Grade 1 Point 1

Contract: TTO

Line of Responsibility: Responsible to Heather Lindley

Direct staff reports:

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key 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 Activities:

- Supporting pupils while they eat their lunch and making sure tables are clean and that water is available.
- To use initiative in monitoring events occurring on the school premises and grounds
- To encourage play activities by modelling and taking part if necessary
- To positively encourage good behaviour, healthy eating and good table manners.
- To help to set up and clear away the lunchtime area before and after the lunchtime period when required.
- Ensure food and water spillages are dealt with promptly.
- Report accidents and complete accident form if necessary.
- To undertake ancillary duties as necessary (ie. setting up and clearing away tables, cleaning tables and dining area).
- Ensure the behaviour policy is implemented and seek advice on how to deal with individuals as needed from the Headteacher and Deputy Headteacher.
- Support the work of the staff and other supervisory assistants.

- To escort the children to and from the dining area and ensure their safety at all times.
- Organise and lead suitable play activities for children.
- Supervise children at all times, indoors and outdoors.
- Record inappropriate pupil behaviour and convey serious incidents to the Head Teacher.
- Maintain checks throughout the lunch break to ensure pupils are safe.
- Attend training when appropriate and after consultation with the Head Teacher.
- Attend to and report any minor first aid accidents or injuries or pupils who become ill.
- To contribute as a member of a team to ensure the ethos of the school is upheld.
- To adhere to the need for confidentiality at all times.
- To value and respect the views and needs of individual pupils.
- To be responsible for promoting the safeguarding and welfare of all pupils.
- Perform any reasonable duties as requested by the Head Teacher.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Lunchtime Supervisor- Person specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Basic childcare and health and safety knowledge • Working with or caring for children of relevant age 	<ul style="list-style-type: none"> • Experience in working in a school setting • Appropriate knowledge of first aid • Play leader training • Safeguarding training
Skills and knowledge	<ul style="list-style-type: none"> • Participate in development training opportunities • Literacy skills to be able to understand and follow school policies • Be aware of cultural and social differences 	

Personal Qualities	<ul style="list-style-type: none">• Ability to relate well to children and adults• Ability to work constructively as part of a team• Ability to maintain a safe, calm and happy approach• Ability to use own initiative	
Other		