

Job Description: Lunchtime Supervisor

Name



Bishop Loveday CE Primary

To be present from 12.15-1.15 Thursday & Friday : term time
Attend meetings/training sessions, of half-hour duration, for which overtime will be paid.

Introduction

This job description should be read in conjunction with the current Green Book Pay and Conditions and the provisions of that document will apply to the post holder.

In line with our Health & Safety audit this job now has a requirement to be First Aid Trained as a member of the Support Staff. First Aid Training will be provided by school on a 3 yearly basis, costs incurred by school and also for your Car Insurance to include Business class.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher who will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. All sanctions given by lunchtime supervisors will be in accordance with the school's behaviour policy.

All lunchtime supervisors should have a copy of the school handbook, "managing lunchtimes."

Job Purpose

The duties of the lunchtime supervisors outside include patrolling the given area, actively encouraging children to play games, ensuring the playground rules are being followed, preventing disputes or fights, dealing with issues which arise or contacting the Headteacher or Deputy Headteacher if this is not possible.

The duties of the lunchtime supervisors inside include ensuring children are eating in a safe space, ensuring children use good manners whilst eating and clear up their space before leaving the hall.

All lunchtime supervisors are to help in the first instance if a child has been in an accident or is hurt. If further first aid is needed the lunchtime supervisor will contact a designated first aider.

All lunchtime supervisors are able to reward good behaviour with stickers.

The lunchtime supervisors will ensure all children go in to the hall to eat their packed lunch promptly when the bell rings for second sitting, and that all children line up promptly when the final bell for the end of lunchtime rings.

Areas of Responsibility

- ❖ On dry days, two lunchtime supervisors will be in the hall and the other lunchtime supervisors will be in separate places outside.
 - In the hall the duties include helping children with their lunches, stacking chairs, cleaning any spillages.
- ❖ On wet days:
 - the lunchtime supervisors will frequently patrol each of the given classrooms ensuring that all children are in their own classrooms, unless they have a teacher's permission to be elsewhere.
 - the lunchtime supervisors will allow children to take part in any of the activities listed for this purpose and displayed in the classroom.

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- The lunchtime supervisors will encourage a quiet but enjoyable atmosphere and will encourage children to be actively engaged in an activity either alone or with others

If working in Early Years, lunchtime supervisors will supervisor the children, either outside or inside, and will line the children up, bring them back into the classroom and read them for a story, prior to the teaching staff returning to the classroom.

General Responsibilities

Take appropriate responsibility for one's own health, safety and welfare and the health safety and welfare of pupils, visitor and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns related to child protection with the headteacher, deputy headteacher, senior manager or chair of governors.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

Support the aims and ethos of the school and all school policies, seeking at all times to put into practice the school's vision statement. Uphold the school's behaviour policy. Our Christian values underpin all aspects of this job description.

Responsible to: Mrs J Ridley