



CENTRAL LEARNING
PARTNERSHIP TRUST

JOB DESCRIPTION – ASSOCIATE STAFF

Name:	
Post Title:	Lunchtime Supervisor
Scale:	Scale 2 Grade 2
Responsible to:	Headteacher
Responsible for:	Supervision of pupils during lunchtime
Working hours /pattern/term:	6.25 hours per week
Location:	The postholder will be based at Woden Primary School
Disclosure level:	Enhanced
Post Purpose:	<ul style="list-style-type: none">• To be responsible for allocated areas each day. This may vary from week to week. Area will be divided so that each supervisory assistant supervises a specific group or area each day and• To be prepared to accept a variation if any emergency calls another Lunchtime Supervisor away.• To act as a responsible caring adult with the health, safety, welfare of the children always in mind, must show conduct which commands respect and must see that the children behave at all times sensibly and quietly.• To be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact the Senior Lunchtime Supervisor, Headteacher or Deputy Headteacher.• To support and contribute to the school's responsibility for safeguarding children.
Main Duties and Responsibilities:	<p>These will be allocated by the Headteacher and Senior Lunchtime Supervisor in accordance with scheme of lunchtime supervision for the school including:</p> <ul style="list-style-type: none">• To be responsible for the dining areas and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal.• To encourage a good standard of behaviour throughout the dinner period ensuring a pleasant experience for all concerned.

The postholder is required to undertake the following duties:

Supervision of dining areas:

- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
- See that plates and cutlery are not left in dangerous positions, and are cleaned where necessary.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the lunchtime meal.
- Encourage the pupils to leave the table clean.
- Ensure the dining areas are left clean and tidy.
- Aim to clear all dining areas of pupils every day where possible by 1.30pm.

Supervision of outside dining areas

- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid children hurting themselves.
- Once lunch has been eaten engage with the children in activities which promote healthy and active lifestyles.
- Regularly rotate activities on offer to the children.
- Promote the inclusion of all pupils.

Training

- Participate in appropriate school based meetings and training activities.
- Review and develop own professional practice by attending relevant courses and provide feedback to colleagues.

General

- Responsibility to the Headteacher for the supervision of children throughout the lunchtime break (i.e. the interval between the close of morning school and recommencement of school in the afternoon) and before or after the lunch time break.
- Ensure all pupils return to their classroom at the end of lunchtime.
- To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils.
- Contribute to the overall ethos, aims and work of the school.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Understand and comply with the school's equal opportunities and other policies.
- Understand and comply with the school's behaviour policy.
- To understand and comply with the school's Health and Safety policy.
- Ensure the health, safety and welfare of pupils is maintained at all times.
- Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Carry out any other instructions given by the Headteacher reasonably falling within the remit of the post.

Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.

Be aware of and comply with all school policies. In relation to child protection, health and safety, security, confidentiality and the Data Protection Act 1998 it is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.

To play a full part in the life of the school community, to support its distinctive mission and the ethos.

To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description.

The school will endeavour to make any necessary reasonable adjustments to the post and working environment to enable access to employment opportunities for disabled post applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the post which are commensurate with the grade and job title.

Endorsement

I accept the specified job description

Name

Signed

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Date