

Newbold & Tredington (C of E) Primary School



Job Description -Lunchtime Supervisor

Date:

Name:

Post Held: Lunchtime Supervisor

JEID REF C0001 Band B (Scp 3)

Duties and responsibilities:

Supervise and ensure the safety and well-being of pupils during the lunchtime period.

To promote Play Based Learning throughout the session

Responsibility for others: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

TYPICAL TASKS

Supervise toileting and washroom activity

Escort children to and from dining room

Supervise collection of meals and assist with use of cutlery

Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables

Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away

Supervise classroom and outside activities, encouraging inclusion

Ensure orderly return to classroom

Attend to minor accidents or to pupils who become ill if first aid trained

Newbold & Tredington (C of E) Primary School

Report to Staff if accident occurs or if pupil falls ill

Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy

Report to Staff any breaches of school rules

QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

Literacy skills to be able to understand school policies and complete accident book

Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules

Be aware of cultural differences

To contact the Head Teacher by 7.15am if they are unable to attend school, due to sickness or any other circumstances beyond their control.

To support the development of safeguarding and child protection policies, training and procedures and guidance for Newbold and Tredington C of E Primary School.

To carry out such other duties as the Head Teacher may require from time to time.

To whom responsible:

Head Teacher

The job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained within may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed:.....

Date:.....

Signed:.....

Head Teacher