



CHRISTOPHER RAWLINS CE PRIMARY SCHOOL

Job Description for: Lunchtime Supervisor

Scale: Grade 2

Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Manager if appropriate, will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Main Responsibilities:

The general principle is that the children must be supervised at all times in a suitable manner in line with school ethos and values. At all times this must be adhered to, thus securing the safety, welfare and good conduct of the pupils.

The role of the lunchtime supervisor is to supervise the children in the dinner hall and on the playground.

This will involve tasks such as:

- Supporting them with eating appropriately
- Ensuring drinks are provided
- Helping with the social skills of sharing lunchtime with peers
- Clearing up of spillages
- Wiping of tables
- Setting out and putting away tables and benches.
- Supervising children outside and encouraging play.
- In line with behaviour policy and values of school dealing with inappropriate choices made by the children
- Reporting back any observations, behaviour etc to teachers/staff

The tasks outlined above form part of the duties, however, come second to supervision of the children.

Lunchtime supervisors should be familiar with the school health and safety and fire procedures. *Key elements of health and safety and associated policies will form part of the induction programme for staff.*

General responsibilities

1. Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.

2. To be concerned, when necessary, with continuing the personal development of up to date knowledge about your role
3. To be punctual

Health and Safety

- Co-operate with Health and Safety Requirements
- Be familiar with the emergency action plans for fire, first aid, bombs, security and off-site issues
- Read and action risk assessments if required
- Use (not mis-use) things provided for your health and safety and welfare
- Inform headteacher of any 'near misses'
- Show willingness to complete relevant health and safety training as required (including First Aid training)
- Report all defects in the maintenance book and to the headteacher or office

Arrangements for Performance Management:

- Lunchtime Supervisors will be responsible to an agreed member of the Senior Leadership Team who will meet with them to agree appraisal targets for the coming year.
- The Senior Leadership Team member will observe Lunchtime Supervisors in their work and will discuss training needs with them in line with the school's Appraisal Policy.

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 Stress at Work Policy and the Dignity at Work Policy.