

JOB DESCRIPTION

JOB TITLE: Lunchtime Supervisor (Primary)

SCHOOL: St Martins School

POST NUMBER:

GRADE: 1

HOURS: 7 ½ per week (Mon – Fri)

SALARY RANGE: Points 8

POST STATUS:

WORKING YEAR: 43.62 (term time only)

Conditions of service are those specified by the National Joint Council for Local Government Services

GENERAL INFORMATION

Under the direction/instruction of senior staff (Senior Supervisory Assistant /School Business Manager): support and supervise the primary children at lunchtime in the dining hall, and care for and play with the children on the school grounds when the weather is fine, or in the classroom when it is wet.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Duties

- Supervise and help the children to eat their lunches
- Maintain calm discipline according to the rules of the schools
- Interact with the children and organise games and activities during wet and dry lunchtimes
- Assist in clearing the hall and cloakrooms, and the classrooms after a wet lunchtime
- Deal with any incidents and/or accidents involving children, administer first aid where applicable and record in the appropriate books
- Monitor the playground; watching for fights, possible bullying, isolated children and people arriving and leaving the site
- Liaise with senior members of staff regarding issues arising and possible courses of action

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties that would reasonably be expected of the post holder.

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