

St Luke's C.E. Primary School
Lunchtime Supervisor: Job Description

Reports to

SMSA Supervisor / Assistant Headteacher (Management)

Purpose of the Job

To be responsible for the safety and well-being of our pupils during the lunchtime session under the supervision of the Headteacher and the Assistant Heads.

Specific Accountabilities

- Accepting overall directions and guidance from the Headteacher / Assistant Head teachers on the supervisory and welfare needs of our pupils
- Dealing with conflicts and supporting the resolution of any in a fair, calm and consistent manner
- Following the school's behaviour policy consistently and the Lunchtime Supervisor's guidelines.
- Setting up and packing away/cleaning dining area
- Organising dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground
- Dealing with accidents and spillages (including body fluids) in the playground or hall ensuring that these do not cause a safety hazard to pupils or staff
- Assisting with the cutting up of food for infant pupils
- Supervising pupils in a specific area of the playground or classrooms during inclement weather
- Interacting with pupils, encouraging games and suitable activities
- Dealing with minor injuries in the playground, and recording them.
- Reporting any other incidents or accidents to the SMSA supervisor in the first instance and checking at the end of lunchtime what action has been taken
- To report any matters involving child protection immediately to the Headteacher or ASC manager.
- Setting an example to pupils in terms of appropriate dress, language and behaviour
- Willingness to undertake any training including first aid as deemed necessary
- Any duties as deemed necessary by the Headteacher / Assistant Heads

Person Specification

Experience

Desirable - experience of working with primary age pupils

Qualifications/Training

Desirable but not essential - First Aid Training, NVQ child care/play qualification

Personal qualities and attributes

A genuine interest in working with pupils

A calm manner

Ability of deal fairly with conflicts

Approachable and friendly

Flexible and adaptable to change

Enthusiastic

Enjoys playing and initiating games with children