



Lunchtime Supervisor – Job Description

Diss and Scole Primary Academy Partnership (Diss Infant Academy and Nursery, Diss CE Junior Academy and Scole Primary Academy)

Pay Range: Scale A (2)

Responsible to: Executive Headteacher

Hours: 1.08 - 1.25 - 1.5 hours per session (maximum 7.5 hours per week) (hours depend on location)

Purpose

To supervise pupils under the direction of the Headteacher / Deputy / Assistant Headteacher or Senior Midday Supervisor.

To ensure the safety and well-being of pupils and adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate.

Main duties and responsibilities

- To ensure all actions within school reflect the school ethos and core values of RESPECT, ASPIRATION, RESILIENCE, POSITIVITY AND COURAGE.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- You will be required to implement fully, the school policies and procedures for child protection and security, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils' wellbeing
- Supervision of pupils in the dining hall, playground, and school premises, including the toilets and cloakrooms.
- Patrolling around the school, inside and out, making sure there are no problems. Maintaining good order and discipline among students and safeguarding their health and safety.
- Encouraging children to play and helping with play activities if required. Provide pupils with stimulating and challenging play opportunities.
- Listening to pupils and dealing with situations as they arise.
- Helping children at mealtimes. This may involve helping some children to cut up their food, showing them how to use cutlery and encouraging good table manners.
- Cleaning up spillages and making sure that tables are clean. Set up and clear away tables in the dining room.
- Dealing with incidents of misbehaviour and, if necessary, reporting them to the Senior Midday Supervisor or Head.
- Offer basic first aid and/or fetch the qualified first aider.
- To participate in in-service training as and when appropriate
- To undertake training to assist with first aid and personal care needs of pupils
- Making sure that children do not leave the school premises or go into areas of the school that are out of bounds. This will require knowing the layout of the school, both internally and externally, being aware of site entrances and exits, boundaries and access points for vehicles.
- Dealing with emergency situations such as fire drills.
- Being vigilant and raising concerns about individual pupils or groups of pupils with Head or Deputy Head. Knowing the school regulations and the health and safety policy; being aware of and implementing the school rules and School policies, in particular the safeguarding of children.

- Co-operate in all matters concerning Health and Safety. To specifically take reasonable care of your own safety and that of any other persons who may be affected by your acts or omissions at work.
- To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
- To undertake other such specific duties that may from time to time be reasonably assigned by the Head.

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list, and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Person Specification

	Essential	Desirable
Qualifications	GCSEs in English and Maths	A First Aid certificate
Experience	Knowledge and understanding of primary aged children Experience of supervising children as a carer or parent of young children	Experience as a Lunchtime Supervisor or After School Club Supervisor Classroom assistant qualification
Skills/Knowledge	An empathy with young children's needs Ability to treat children sensitively and fairly To work as part of a group and individually To inspire trust and confidence in children To encourage high standards of pupil behaviour at all times To liaise with parents in a professional manner when children are picked up from homework club Good interpersonal and communication skills Good people handling skills Good team worker Good organisational skills To have knowledge and understanding of managing the behaviour of groups of children	To be able to recognise behaviour that may be giving cause for concern To advise the Senior Midday Supervisor or Head when systems or routines need adjusting to improve efficiency To have a good knowledge of keeping children safe in education