

JOB DESCRIPTION

Job Title:	Lunchtime Supervisor
Responsible to:	The Head Teacher
Place of Work:	Seaham Trinity Primary School
Hours:	7.5 hours per week Part Time - 12.00 - 1.30pm
Salary:	Grade 1 £15,613 - £15,807 pro rata

Job Summary

The Supervisory Assistant will be responsible for the care and supervision of the children before and after meals, covering the full interval between the start and end of the lunchtime period, in accordance with the school's policies and procedures. They will play a key part in the promotion of outdoor play and learning.

Duties and Responsibilities

The main duties will be carried out under the direction and control of the Head Teacher and will include the following:

- Work as part of an effective team.
- Supervise children in designated areas, ensuring good conduct in behaviour in accordance with the schools behaviour policy.
- Actively support and facilitate children's play in the playground.
- Initiate games and activities where appropriate, whilst maintaining broad supervision
- Engage pupils in safe, enjoyable and creative activities
- Ensure with other team members that a good, changing and varied supply of play materials and equipment are maintained and stored. Report any worn, missing or damaged materials to the Key Stage Leader.
- Show commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity.
- Demonstrate a positive and respectful attitude towards others; providing a positive role model in terms of speech, dress, behaviour and attitude.
- Develop supportive, responsive and positive relationships with children.
- Always listen to children's concerns and respond appropriately.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents in accordance with school policy
- Ensure that all children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedures.
- Perform basic first aid for minor incidents/accidents.
- Maintain accurate and relevant incident/accident records.
- Be alert for children who are at risk of bullying or being bullied and intervene in disputes, be they physical or verbal as necessary.
- Report any hazards in the playground environment to the Key Stage Leader, and highlight any concerns about risks in children's play activities.
- Supervise children in classrooms during inclement weather.
- Supervise entry/exit into/from the dining hall by the pupils.
- Assist pupils during the mealtimes.
- Promote good manners, including the appropriate use of knife and fork
- Encourage independence eg: expectation that children will put their own rubbish in the bin/scrape own trays if on school dinner
- Clear up all spillages during mealtime promptly.
- Assist in wiping up tables and chairs when necessary at end of the meal

- Report any serious concerns regarding children's welfare or behaviour to the child's teacher or Senior Leader on duty as and when they arise.
- Attend and participate in team meetings, and attend any training courses relevant to the post ensuring continuing personal and professional development
- Undertake further training as necessary.

The Post holder may undertake any other duties that are commensurate with the post.