**Aycliffe Village Primary School**

**Job Title – Lunchtime Supervisor**

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| **Responsible to: Head Teacher and Deputy Head Teacher**  **Salary Scale: SCP 1**  **Hours: 5.0 hours per week (Term time only)** |

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| **As part of the staff team at Aycliffe Village Primary School you will be expected to:**   1. Promote the agreed aims, ethos and policies of the school at all times. 2. Actively contribute to and work as a member of the staff team. 3. Take part in training as appropriate to the post. |

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| **As a Lunchtime Supervisor your main responsibility is**:  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. |

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| **Main Duties** | * To assist in wiping up tables, chairs, when necessary at the end of the meal * To assist in preparation of pupils for lunch, eg supervising the children as they wash their hands * To assist pupils with personal hygiene needs as appropriate * Supervise entry/exit into/from the dining hall by the pupils * Assist pupils during the mealtimes * Clear up all spillages during mealtime promptly * Assist in wiping up tables, chairs when necessary at end of the meal. * To help and support children in the dining hall * To encourage good table manners and appropriate behaviour at lunchtime * To help put out and tidy away play equipment at end of lunch break * Supervise children in classrooms during inclement weather. * To actively encourage and supervise groups of pupils in play and sports activities at lunchtime. * To support and manage the behaviour of pupils in line with school policy. * To encourage pupils to play together in a safe and happy manner * To administer basic first aid and complete paperwork associated with this, in accordance with school policy * 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 * Be alert for children who are at risk of bullying or being bullied and intervene in disputes, be they physical or verbal as necessary * Ensure that all children who suffer any injury or accident are dealt with appropriately and in accordance with the school’s agreed procedures * Maintain accurate and relevant incident/accident records * Report any hazards in the playground environment to the Secretary/School Business Manager, and highlight any concerns about risks in children’s play activities to class teachers/senior staff * Supervise children in designated areas, ensuring good conduct in behaviour in accordance with the schools behaviour policy. * Report any serious concerns regarding children’s welfare or behaviour to the child’s teacher, senior staff member/Head Teacher, as and when they arise. * Attend and participate in team meetings, training and staff meetings, as required, eg for Safeguarding updates * Undertake further training as necessary to the role * Any other relevant duties commensurate with the training and grading of the post which from time to time may be required by the Head Teacher |