



Ryhope Junior School

Job Description

Job Title:	Lunchtime Supervisor
Job Family:	OP1
Grade:	1
Salary:	SCP 11-13 £17,007 - £17,391 (pro-rata to weeks and hours worked)
Equivalent to:	£2619.72 - £2678.88 per annum £218.31 - £223.24 per month
	6 hours 50 minutes per week – 38 weeks Term-time only 11.45 am – 1.07 pm each day
Job Location:	Ryhope Junior School
Directorate:	Together for Children
Responsible to:	Headteacher
Responsible for:	Working as part of a team for securing the safety, well-being and good conduct of children during the lunchtime period, in accordance with the schools' policies and procedures.
Purpose of the Job:	The safe and orderly supervision of children during the lunchtime period

Principle Responsibilities:

- working as a team member under the direction of the Midday Supervisor and/or teaching staff
- offering care and support throughout lunchtime
- the safe and orderly supervision of children on the playground and school premises throughout lunchtime
- being responsible for the well-being and social interaction of children during lunchtime
- promoting good order and high standards of behavior
- demonstrating flexibility in relation to covering different areas within the school
- being watchful of any potential hazardous situations and responding or reporting accordingly
- reporting any accidents or incidents that occur during lunchtime in accordance with the school's policies and procedures

General Requirements:

- attending and participating in training and development courses as required
- attending meetings, liaising and communicating with colleagues in the school
- being an effective role model to the standards of behavior expected of children
- having due regard to confidentiality, child protection and procedures, health and safety, other statutory requirements and the policies of the Governing Body and Local Authority

Professional Values and Practice

- having high expectations of all children; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising educational achievement
- treating pupils consistently with respect and consideration, and being concerned with their development as learners
- in line with the school's policies and procedures, using behavior management strategies which contribute to a purposeful learning environment
- working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
- reflecting upon and seeking to improve personal practice
- working within the school's policies and procedures and being aware of legislation relevant to personal role and responsibility within the school
- recognising equal opportunities as they arise in the school and responding effectively, following school's policies and procedures
- building and maintaining successful relationships with children and staff

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to criminal records check from the Disclosure Barring Service.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Local Authority.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Local Authority records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Local Authority Policies.

The postholder must comply with the Local Authority's Health and Safety rules and regulations and with Health and Safety legislation.

adopted from the SWRG Model

Mar 2019