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| **JOB DESCRIPTION** |

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| **Job Title:** | Lunchtime Supervisor |
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| **Responsible to:** | The Head Teacher |
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| **Place of Work:** | Your normal place of work will be Witton Gilbert Primary School. |
| **Hours:** | 7.5 hours per week Part Time |
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| **Salary:** | Grade 1 (Pt3 ) £18,562 pro rata |

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| **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:   * Actively support and facilitate children’s play in the playground. * 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 Play 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. * 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. * Perform basic first aid for minor incidents/accidents. * Maintain accurate and relevant incident/accident records. * Report any hazards in the playground environment to the Play Leader, and highlight any concerns about risks in children’s play activities. * Supervise children in classrooms during inclement weather. * Supervise the washing of hands of pupils. * 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. * Check/clean children’s toilets at the beginning and/or end of lunchtimes. * 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 or Headteacher as and when they arise. * Attend and participate in team meetings, training and insets as required. * Undertake further training as necessary.   The Post holder may undertake any other duties that are commensurate with the post. |