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**Cockfield Primary School**

**JOB DESCRIPTION**

**Post Title:** Lunchtime Supervisor

**Salary Grade:** Scale 1

**Hours:** 6.25 hours / term time only 11.50 -1.05 pm Monday-Friday

**Responsible to:** Headteacher, Deputy Headteacher and School Governing Body

**Commitment:** To be committed to providing the best care for our pupils.

To work with the Headteacher and all staff to develop an effective school.

**Responsibility:**

* To be responsible for the supervision and control of pupils during lunch time.
* To support school behaviour management by supervising areas of the school during lunchtimes and providing activities to divert pupils from engaging in unruly or antisocial behaviour.
* The post holder will be responsible for the safety, welfare and good behaviour of pupils during lunchtime.

**Main Duties and Responsibilities**

* To supervise and organise play for the pupils during the lunch break.
* To deal with incidents of unruly behaviour following the school behaviour policy.
* To attend training and other meetings as required.
* To abide by the school policies and procedures, including equality procedures.

**Pupil Health and Safety**

* Ensuring Health and Safety and other school procedures are observed, reporting of accidents and taking actions as required.
* Support the Leadership Team with evacuation procedures.
* Raise safeguarding concerns appropriately.
* Be aware of individual pupil circumstances – i.e. – food allergies and medical conditions

**Pupil Behaviour**

* To positively promote healthy, safe and considerate behaviour.
* To proactively ensure pupil compliance with school’s rules.
* To support other members of staff in managing pupil behaviour and providing activities.

**General requirements and Skills**

* Ability to demonstrate a flexible approach to work.
* Ability to offer reliability and punctuality.
* Ability to demonstrate common sense and initiative.
* Ability to be firm but fair at all times.
* Willingness to maintain confidentiality on all school matters
* To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed suitable by the Head Teacher

Signed: Lunchtime Supervisory Assistant

Signed: Head Teacher