



LEADING THE WAY
FOR GENERATIONS



Job Title:	Lunchtime Supervisor
Responsible to:	Headteacher and CEO of the Partnership
Scale:	Grade 1 Scale points 3 to 4
Core purpose:	The postholder will also be responsible for the care and supervision of the pupils before, during and after lunch, during the times specified.

This job description will be reviewed regularly to reflect, or anticipate changes to the job commensurate with the salary and areas of responsibility.

The post holder will:

- support the implementation of the Partnership's vision and values;
- ensure that both the Partnership's and individual school's policies are promoted and adhered to;
- contribute in the Partnership to developing a learning culture with high expectations in a safe and secure learning environment;
- foster effective relationships with parents/carers and students in the Partnership.

Specific responsibilities:

- Supervise the washing of hands of pupils.
- Assist pupils during the meal service.
- Follow the school's behaviour policy; ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying as appropriate.
- Clear up all spillages during mealtime promptly.
- Assist in wiping up tables and chairs when necessary at the end of the meal.
- Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the school's behaviour policy.
- Initiate games and activities where appropriate, whilst maintaining broad supervision.
- Supervise children in classrooms during inclement weather.
- Engage pupils in safe, enjoyable and creative activities.
- Perform basic first aid for minor incidents/accidents.
- Maintain accurate and relevant incident/accident records.
- To attend any training courses relevant to the post, ensuring continuing personal and professional development.



- 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.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher/CEO.

Developing Self and Working with Others:

- Take part in an annual staff performance review with line manager.
- To create and maintain good working relationships among all members of the Partnership community.
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice.
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person to ensure the School complies with all current legislation.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Variation in the role:

Given the dynamic nature of the role and structure of Stanley Learning Partnership, it must be accepted that as the Partnership's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

Equality and diversity:

Stanley Learning Partnership is committed to equality and diversity and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Partnership's initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors to Stanley Learning Partnership and the schools within it, with an all-inclusive



approach that celebrates differences. Failure to embrace these commitments may lead to formal action being considered.

Safeguarding:

Stanley Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Failure to embrace these commitments may lead to formal action being considered.

Confidentiality:

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets.

Induction:

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.