## THORNTON PRIMARY SCHOOL

Lunchtime Supervisor

**JOB DESCRIPTION**

Name: Mrs Abida Ahmed

SALARY SCALE  **Grade 2**

JOB PURPOSE:

Supervisory Assistants are engaged on a part-time basis to undertake the supervision of pupils during the school’s lunch break. The supervision involves caring for all pupils staying on the school premises for the lunch break. The level of care should be that of a responsible parent and includes safety, hygiene and health matters – the washing of hands before eating, and after using toilets: the entry of pupils into the dining area; general help during the service of meals/sandwiches; training in good table manners and the full use of cutlery; encouraging healthy diet and regular exercise; and safe supervision in any part of the school building or grounds.

Supervisory Assistants posts, after an initial period of probation, are permanent, and it is essential that all Assistants should be punctual and reliable. No holidays will be permitted during the opening times of the school. Regular attendance is essential.

Normal hours of duty correspond with the school’s standard lunch break.

**DUTIES AND RESPONSIBILITIES**

* To be responsible for promoting and safeguarding the welfare of children he/she is responsible for, or comes into contact with.
* To be responsible to the Senior Supervisory Assistant for the care and supervision of pupils on the premises during the school’s lunch break.
* To carry out all school procedures as appropriate.
* To follow the school’s Behaviour Management Policy as it applies to the lunch break.
* To be in charge of a group of pupils either inside or outside the building according to set routines and the weather conditions.
* To attend to any minor accidents during the lunch break in accordance with both the School and the Local Authority Procedures.
* To attend to any pupil who becomes sick or ill during the lunch break, following the School Policy.
* To report to the Senior Supervisor if any accident occurs, or if any pupil is taken ill.
* To ensure that all dinner children are in the dining area at the right time.
* To ensure that all pupils wash their hands and attend to necessary toilet requirements before and after lunch.
* To help younger pupils with the proper use of cutlery and with cutting up food if necessary.
* To encourage good manners at all times.
* To assist pupils with scraping plates, clearing tables etc and mopping up any spillages which may occur.
* To ensure that pupils are escorted around the building as appropriate.
* To ensure the welfare and safety of pupils at all times.
* To listen to the pupils and to deal with all incidents fairly and according to School Policy.
* To be observant of any bullying or discriminatory behaviour, including racism. All incidents should be reported immediately so that the appropriate action can be taken at the time the incident occurs.
* To ensure that the procedures for Confidentiality are observed.
* To ensure that all Child Protection Procedures are followed.
* To participate in the school staff Inset Programme by attending relevant training sessions.
* To participate in the school’s Performance Management Cycle.
* Such other duties as may be commensurate with the grade and nature of the post

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED.

**LINE MANAGEMENT**

Responsible to Senior Supervisory Assistant

Responsible to Headteacher

**CONDITIONS OF EMPLOYMENT**

The above responsibilities are in accordance with the DFE and LEA guidelines.

**REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended in consultation as appropriate with the Headteacher.

**COMPLAINTS**

If, following review, there is a disagreement, the appropriate procedures should be used for settling

of any disputes.

Signed :

Date:

Headteacher:

Date:

# Thornton Primary School

Lunchtime Supervisor – Person Specification

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|  | **Essential** | **Desirable** |
| **Experience** | * No experience needed | * Lunchtime Supervisors experience * Previous work with children |
| **Skills** | * Ability to speak and write English (in relation to child protection * Ability to relate well to children and adults |  |
| **Training** | * Participation in development and training opportunities * Prepared to undertake basic first aid training | * Basic First Aid knowledge/training * Familiarity with Child protection procedures |
| **Education/Qualifications** | * Good literacy skills | * Play leader qualifications |
| **Other** | * Good team player * Punctual – Good time keeping * Calm, understanding and cheerful disposition * Ability to maintain absolute discretion: personal and professional confidentiality * Willingness to adhere to the Lunchtime Supervisor’s dress code | * A good sense of humour |