



SARACENS
BELL LANE

Saracens Bell Lane Primary School

Job Description

Job Title: Lunchtime Supervisor

Responsible to: Assistant Head

The main purpose of the role is to assist in the supervision of pupils during their break for lunch and to ensure the school's behaviour policy is adhered to at all times.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they can make exceptional progress.

Your key responsibilities as **Lunchtime Supervisor** are:

- to ensure pupils adhere the school's behaviour policy on the playground and around the school building
- ensure pupils are safe and respectful during the midday break, in all school premises and in play areas.
- support the school culture by challenging any inappropriate behaviour and modelling our expectations
- deal with incidents of unsafe or unruly behaviour and refer matters to a member of the Senior Leadership Team when necessary.

- promote keeping the school and playground clean and tidy
- liaise with school staff on issues that need to be followed up

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Principal and line manager. Any other duties may be determined as necessary and within the competence of the postholder.

Person Specification

Criteria	Essential	Desirable
Qualifications	-good standard of English	
Experience	-experience of working with pupils	-experience of working in a primary school -experience of behaviour management
Knowledge		-experience of First Aid or willingness to undertake training -an understanding of the Schools Healthy Eating Programme
Personal Attributes	-excellent communication skills -able to work in a team -able to show initiative -able to adhere to the school's policies and procedures, equal opportunities policy, child protection policy and all health & safety related policies -able to maintain confidentiality -persistence in following things through	-commitment to personal development