



**St John the Baptist Catholic Primary School**

**Job Description**

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| **Post Title** | Lunchtime Supervisor | | |
| **Salary Band/Range** | Band A (£23,656 - £24,027) | Hours | 7.5 per week term time only |
| **Responsible to** | Headteacher | | |
| **Job Purpose** | | | |
| The role of Lunchtime Supervisoris a pivotal role within St John the Baptist Catholic Primary School part of Our Lady and All Saints Catholic Multi Academy Company.  As part of a team assisting the Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school | | | |
| **Key Responsibilities** | | | |
| **Main Areas of Responsibility:** The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. | | | |
| Supervision and control of pupils in the dining hall including:  * Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with School Policy) prior to entering the dining room * Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher according to severity of incident * Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary * Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. * Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary * Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner * Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff * Dealing with any spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate * Sharing responsibility with other Lunchtime Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.  Supervision and control of pupils in the playground and about other school premises, including:  * Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary * Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher * Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary * Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Occasionally participating in games * Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school * Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher * Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities * Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period | | | |
| Associated Ancillary Duties: | | | |
| * Reporting any damage or blockages to Caretaking staff * Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the * School’s agreed procedures * Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures * Assist with cleaning the dining hall at the end of lunchtime | | | |
| General | | | |
| * Individuals have a responsibility for promoting and safeguarding the welfare of children and young people the postholder is responsible for or comes into contact with. * To ensure all tasks are carried out with due regard to Health and Safety * To adhere to the ethos of the school * To promote the agreed vision and aims of the school * To set an example of personal integrity and professionalism * Staff training participation * Any other duties as commensurate within the grade in order to ensure the smooth running of the school * Accountable for ensuring that the postholder is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. * Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with. | | | |
| Safeguarding | | | |
| **St John the Baptist Catholic Primary School part of Our Lady and All Saints Multi Academy Company,** has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.  The successful candidate will be subject to all necessary pre-employment checks, including: Enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work    All applicants will be required to provide suitable references.    This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.  An online search will also be carried out as part of due diligence on all short-listed candidates.  All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi  Academy Company policies and procedures | | | |
| *The school will endeavour to make any necessary reasonable adjustments to the job and the working*  *environment to enable access to employment opportunities for disabled job applicants or continued*  *employment for any employee who develops a disabling condition.*  *Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an*  *exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with*  *and without changing the general character of the duties or the level of responsibility entailed, and would*  *not in itself justify a reconsideration of the grading of the position.* | | | |