**Shotton Primary School**

**Job Description**

**Lunchtime Supervisor**

Reports to: Head Teacher / Business Manager

Grade: Grade 1 SCP3

**Job Purpose**

To be responsible for the care and supervision of the children before, during and after meals.

**Key Responsibilities**

* Supervise the washing of hands of pupils.
* Supervise entry/exit into/from the dining hall by pupils.
* Support the ethos and policies of the school, in particular the Behaviour policy.
* To supervise children anywhere on the school premises during the lunchtime period, ensuring good conduct in behaviour in accordance with the school’s Behaviour Policy.
* To work as a member of a team to secure the safety, welfare and good conduct of children during the mid-day period.
* Assist pupils during the meal service, clearing up any spillages promptly.
* To engage children in suitable games and activities when they are on the playground or in the classrooms of the weather is inclement.
* 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.
* Initiate games and activities, where appropriate, whilst maintaining broad supervision.
* Perform basic first aid for minor incidents/accidents.
* Present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* The post holder may undertake any other duties that are commensurate with the post.
* The post holder is required to undertake any training in order to carry out their responsibilities satisfactorily.
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction