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***Easington Colliery Primary School***

**Job Description**

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| **Post:** | Lunchtime Supervisor |
| **Grade:** | 1 |
| **Location:** | Easington Colliery Primary School |
| **Responsible To:** | Business Manager |
| **Job Purpose** | To ensure the smooth running and supervision of children during lunchtime periods. |

**Duties and Responsibilities**

* To be on duty in the area allocated and the time allocated.
* To report to the SBM/Headteacher any health or safety hazards.
* To supervise pupils in the dinner queue and ensure pupils line up in an orderly fashion
* To attend to children during the meal encouraging good behaviour and table manners.
* To award stickers for good behaviour and healthy packed lunch choices.
* To clear up all spillages during the meal promptly.
* To assist in the wiping of tables and chairs where necessary at the end of the meal.
* To ensure children leave the dining room sensibly.
* To supervise children in designated outside areas, ensuring good conduct and behaviour.
* To monitor the use of playground equipment and its safekeeping.
* To initiate games and activities where appropriate, whilst maintaining broad supervision.
* To provide simple First Aid where appropriate in accordance with the School’s Health & Safety Policy.
* To undertake relevant first aid training.
* To deal with any first aid incidents and report accidents in accordance with the school’s procedures.
* To supervise and assist pupils with packed lunches and ensure clearance of waste
* To ensure the removal of food and litter in the dining hall by pupils to maintain satisfactory standard.
* To ensure good conduct in toilets and corridors by frequent checks each session.
* To challenge and deal with inappropriate behaviour in accordance with the School’s Behaviour Policy, seeking assistance from teaching staff according to school policy.
* To supervise children in classrooms during inclement weather organising suitable activities and to ensure the classrooms are ready to resume afternoon teaching sessions.
* To approach and direct visitors into the school.
* To refer any queries by parents about pupils to the headteacher

# Support for the School

* Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
* Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
* Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
* Contribute to the overall ethos, work and aims of the school;
* Maintain good relationships with colleagues and work together as a team.
* Appreciate and support the role of other professionals;
* Attend relevant meetings as required;
* Participate in training and other learning activities and performance development as required;
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

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 Head Teacher.

The job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.

Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May 2018