

GATESHEAD COUNCIL

School: **Caedmon Community Primary School**

Post No:	Job Title: Lunchtime Supervisor
Purpose:	To be responsible for the Supervision, Care for and Safety of pupils during the lunch break
Reporting to:	Business Manager
Responsible for:	N/A
Salary/Grade:	Grade B
Main Duties and Responsibilities	
	<ul style="list-style-type: none"> • To liaise with all lunchtime supervisory assistants ensuring all messages are communicated, appropriate cover is in place for the lunchtime period and rotas are being followed • Care for children from 11.45am until 1.00pm according to the Supervisory Assistant Duty Rota. • Ensure that the school Behaviour Policy is followed at all times. • Ensure that children are collected on time and are toileted and have clean hands. Help children to learn correct hygiene. • Send the children to the dining hall in class groups ensuring that they walk quietly and in single file. • Encourage good manners, assist in the correct use of cutlery, encourage children to eat their meals and try new dishes and assist children to collect meals from the serving hatch if needed. • Be responsible for mopping up spillages and clearing breakages during the meal. • Ensure children travel safely into the playground. • Ensure children play safely in the playground and help them to learn new games and to cooperate with each other. • Ensure that the school mission statement and aims are followed at all times. • Liaise with teachers about good and poor behaviour. • Attend to minor accidents in the playground and refer more serious incidents to a registered first aider. • Record all accidents in the appropriate log book. • Ensure that buddies are aware of their role and encourage them to be responsible. • During bad weather ensure that children are safely supervised and encouraged to play in a quiet, orderly manner. • Ensure that children are safely supervised until teachers return to their class. • Being aware of and complying with school policies/procedures relating to child protection, health, safety and security, behaviour, anti-bullying, anti-racism, confidentiality and data protection, reporting all concerns to an appropriate person
	This job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Person Specification

	Essential	Desirable	How Identified
Qualifications and Training		Recognised First Aid Qualification	Application Form
Experience	An understanding of managing the behaviour of groups of children	Experience of supervising children as a parent / carer or place of employment	Application Form At Interview References
Skills, Knowledge and Aptitudes	<p>Ability to work as part of a team or individually</p> <p>Ability to encourage high standards of pupil behaviour at all times</p> <p>Be able to liaise with staff and other adults in a professional manner</p> <p>Be able to recognise behaviour giving cause for concern</p> <p>Ability to communicate effectively</p>	Recognise the value of constructive play activities	Application Form At Interview