The Warriner Multi Academy Trust

Bishop Loveday Primary School
Lunchtime Supervisor: Job Description

Job Information	
Reporting to	Head Of School
Grade	Grade 3
Salary	£25,614 pro rata
Hours /Weeks	5hrs per week Mon-Fri (12.15pm – 1.15pm) Term Time Only

Introduction

The duties of the lunchtime supervisors are to be outside patrolling and managing the given play zone, actively encouraging children to play games, ensuring the playground rules are being followed, preventing disputes or fights, adopting the Play Policy and to deal with issues which arise or contact the Head of School or Deputy Head if this is not possible. The lunchtime supervisors need to be present from 12.15pm to 1.15pm each day.

In line with our Health & Safety audit, this job now has a requirement to be First Aid trained as a member of our support staff. First Aid training will be provided by the school on a three yearly basis, costs incurred by the school, and also for your Car Insurance to include Business Insurance. All lunchtime supervisors will be required to attend termly professional development on OPAL (our Outdoor Learning and Play scheme) as well as meetings/training sessions, of half hour duration, for which overtime will be paid.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School, who will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. All sanctions given by lunchtime supervisors will be in accordance with the school's Behaviour Policy. All lunchtime supervisors should have a copy of our OPAL Play Policy and Play Charter.

Job Purpose

The duties of the lunchtime supervisors outside include patrolling the given area, actively encouraging children to play games, ensuring the playground rules are being followed, preventing disputes or fights, dealing with issues which arise or contacting the Headteacher or Deputy Headteacher if this is not possible.

The duties of the lunchtime supervisors inside include ensuring children are eating in a safe space, ensuring children use good manners whilst eating and clear up their space before leaving the hall.

All lunchtime supervisors are to help in the first instance if a child has been in an accident or is hurt. If further first aid is needed the lunchtime supervisor will contact a designated first aider.

All lunchtime supervisors are able to reward good behaviour with stickers.

The lunchtime supervisors will ensure all children go in to the hall to eat their packed lunch promptly when the bell rings for second sitting, and that all children line up promptly when the final bell for the end of lunchtime rings.

Areas of Responsibility

- On dry days:
  - Two lunchtime supervisors will be in the hall, and the other lunchtime supervisors will be in separate places outside.
  - In the hall the duties include helping children with their lunches, stacking chairs, cleaning any spillages.

- On wet days:
  - the lunchtime supervisors will frequently patrol each of the given classrooms ensuring that all children are in their own classrooms, unless they have a teacher's permission to be elsewhere.
  - the lunchtime supervisors will allow children to take part in any of the activities listed for this purpose and displayed in the classroom.

The lunchtime supervisors will encourage a quiet but enjoyable atmosphere and will encourage children to be actively engaged in an activity either alone or with others.

If working in Early Years, lunchtime supervisors will supervisor the children, either outside or inside, and will line the children up, bring them back into the classroom and read them for a story, prior to the teaching staff returning to the classroom.

General Responsibilities

Take appropriate responsibility for one's own health, safety and welfare and the health safety and welfare of pupils, visitor and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns related to child protection with the Head of School, Deputy Head, senior management or Chair of Governors.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

Support the aims and ethos of the school and all school policies, seeking at all times to put into practice the school's vision statement. Uphold the school's Behaviour Policy. Our Christian values underpin all aspects of this job description.

Signatures – line manager and job holder

Signature of Manager: Date: / /

Signature of post holder: Date: / /

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.