

# Herne Junior School – Job Description

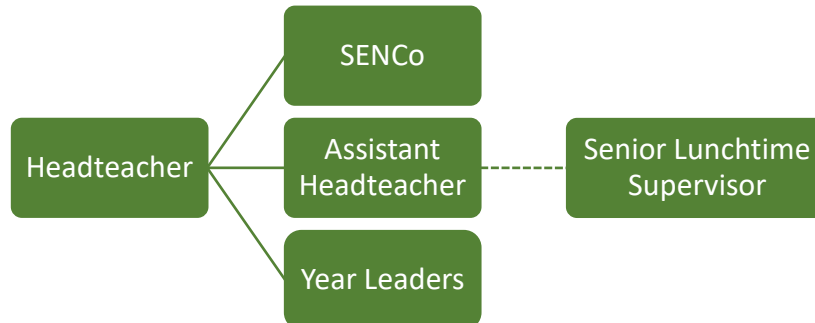


Role: **Senior Lunchtime Supervisor**

Profile: Senior Supervisory Assistant (01999)

Grade: B

Reports to:



## Duties

### Accountabilities

- Staff Management
  - Management of Supervisory Assistants to ensure effective supervision of all pupils during the mid-day break
  - Interviewing for new Supervisory Assistants
- To meet at least once every half term with the Headteacher and lunchtime staff to discuss issues, constraints and training needs.
- Report any serious accidents to Headteacher and make sure the accident log is kept up-to-date.
- Liaise with teachers, and other staff over individual pupils
- Reporting any significant behavioural incidents over the lunchtime period.
- Being aware of equality issues and Health and Safety regulations.
- Work with the Headteacher and Assistant Headteacher to develop play provision during the lunchtime period.
- Be up-to-date with the latest safeguarding guidance and policies
- Work with the kitchen staff to ensure the smooth delivery of hot meals to pupils
  - Pupils to get meals ordered in a timely manner
  - Pupils to have a positive experience eating either in the dinning hall or in their classroom
- Work with kitchen and admin staff over any issues with regards to the meals provided.

### Key decision making areas

- Recognising when intervention is required and act appropriately.
- Ensuring Supervisory Assistants are deployed effectively to maintain adequate supervision of pupils.
- Ensuring the play provision is effectively delivered during the lunchtime period
- Continuing the policies in place during the school day e.g. behaviour policy

Completing any ad-hoc tasks assigned by the Headteacher, Assistant Headteacher or SENCo in line with the role.