**St James’ CEC Primary School**

**Senior Lunchtime Supervisor ~ Job Description**

**Title : Senior Lunchtime Supervisor**

**Reporting To: Headteacher**

**Hours: 7.5 hours per week, Monday to Friday 11:40 – 13:10**

**Grade: EHCC Grade C (£12.65 per hour)**

**Job Purpose**

* To deploy the Lunchtime Supervisory Assistants as efficiently as possible so that all pupils have a safe and happy lunchtime.
* To oversee the care, safety, welfare and supervision of children during the lunch break, in the playground, dining and other areas, ensuring that the whole lunchtime experience is a positive as possible for the children.

**Main Duties**

* To lead and manage the other Lunchtime Supervisors
* Devise rotas for the effective use of all Lunchtime Supervisors
* Reorganise rotas and organise cover during absences, in order to maintain appropriate supervision ratios
* Assist with the appointment of new Lunchtime Supervisory Assistants
* Support the induction of new Lunchtime Supervisory Assistants
* Ensure the lunchtime supervisory team is effective by allocating duties to Lunchtime Supervisory Assistants and monitoring their performance in carrying out their responsibilities.
* Monitor the general performance of Lunchtime Supervisory Assistants and where necessary refer any difficulties to the Headteacher
* Communicate effectively with all Lunchtime Supervisors and maintain good working relationships with all staff
* Liaise with Headteacher on ways and means of improving lunchtimes
* To interact positively and establish good relationships with all children and colleagues as necessary
* To supervise children in the dining hall and playground including the toilets, so they remain safe and well behaved
* To ensure that lunchtime provision is orderly and calm in the playground and in the dining hall
* To promote and support a whole school approach to inclusive play that embraces the school’s values
* At all times to work within the school’s policies with regard to: Behaviour Management/Equal Opportunities/Safeguarding/Health & Safety/Anti-Bullying/Confidentiality

**Dinner Hall**

* Escort pupils to and from the school hall, as necessary
* Ensure that pupils are in the dining hall at the correct time
* Help younger pupils at the servery counter and with the proper use of cutlery, and help them cut up their food when necessary
* Assist pupils with the return of used trays and cutlery
* Cleaning and putting away tables and chairs as well as sweeping the floor once the children have finished eating
* To report any serious concerns regarding children’s welfare or behaviour to the Headteacher, as and when they arise

**Playground:**

* Work as part of a team to initiate and develop a range of inclusive and stimulating indoor and outdoor play opportunities (including in wet weather) for all children and to participate in the delivery of these play opportunities as required
* Ensure provision of a safe play environment in which children are able to play freely
* Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime
* Attend to minor accidents and administer first aid – seeking appropriate assistance when necessary
* To liaise with the Lunchtime Supervisors regarding any concerns about individual children at the end of each session, as required
* To ensure that children are adequately dressed for the weather conditions
* To ensure that any classrooms used during break time are left tidy and ready for lessons
* To check toilet areas regularly to ensure that they are clean and being used appropriately
* Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the School office

**Additional Responsibilities:**

* To carry out any other duties relevant to the supervision of children at lunch time, as requested by the Headteacher, in accordance with the LA conditions of service
* To participate in any appraisal arrangement made by the school
* To attend and participate in regular training or meetings as required, including first aid and safeguarding training

**Equality Opportunity**

The post holder will be expected to undertake all duties in the context of and in compliance with the school’s and Hampshire County Council’s equal opportunities polices.

**Safeguarding Children**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an Enhanced DBS clearance.