



## Job Description

<b>Post</b>	Lunchtime Supervisor
<b>Details: grade, hours, duration, location</b>	NJC Grade A1/B1, SCP 3-6 Permanent, 5 hours a week term-time only Based at St Joseph's Catholic Primary School, Otley
<b>Responsible to</b>	Headteacher
<b>Purpose of the Post</b>	To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.
<b>Main duties and responsibilities</b>	<p>Pupil Support</p> <ul style="list-style-type: none"> <li>• Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available</li> <li>• Ensure standards for healthy eating and table manners are maintained</li> <li>• Report accidents and complete accident form fully and accurately</li> <li>• Ensure that school discipline policies are implemented</li> <li>• Support the work of other Lunchtime Supervisory Assistants</li> <li>• Support induction and training of new staff</li> <li>• Respond to duty delegation as required</li> <li>• Lead the children in the establishment of suitable playground games/activities</li> <li>• Record inappropriate and creditable pupil behaviour and convey serious incidents to the teacher</li> <li>• Maintain checks throughout the lunch break to ensure pupils are safe</li> <li>• Follow advice given on action to be taken in cases of inclement weather</li> </ul>
<b>OTHER RESPONSIBILITIES</b>	<p>Whole School Support</p> <ul style="list-style-type: none"> <li>• To be aware of and comply with policies and procedure relating to; child protection, health and safety, security, confidentiality and data protection, and report all concerns to the appropriate person</li> <li>• To contribute to the overall ethos, work and aims of the school</li> <li>• To appreciate and support the role of other professionals in school and from outside agencies</li> <li>• To attend relevant meetings as required</li> <li>• To participate in training and other CPD opportunities and Performance Management as required</li> <li>• To carry out any other reasonable duties or tasks as directed by the Headteacher, following discussions with the staff concerned</li> <li>• <b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></li> </ul>
<p><b>VARIATION IN ROLE</b></p> <p>Given the dynamic nature of the role and structure of St Joseph's, Otley, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	