



St Mary's Catholic Primary School

Job Description: Senior Lunchtime Supervisor

Grade: GR2

1. Job Purpose

- 1.1 To assist the Headteacher by leading a team of Lunchtime Supervisors in securing the safety and welfare of pupils during the midday break. This involves the effective supervision of Lunchtime Supervisors.

2. Key Responsibilities

- 2.1 To implement the agreed vision and aims of the school
- 2.2 To set an example of personal integrity and professionalism
- 2.3 To be an effective team leader
- 2.4 Oversee and manage duty rotas for Lunchtime Supervisors and determine their locations in agreement with the Headteacher
- 2.5 To act as Line Manager for all Lunchtime Supervisors and direct and supervise them in accordance with school policy
- 2.6 To follow all agreed school policies and procedures
- 2.7 To be responsible for ensuring that all paperwork in relation to payment of wages is in order and that timesheets are signed
- 2.8 To be responsible for first stage discipline of Lunchtime Supervisors
- 2.9 To ensure that pupils are supervised in the playground or classrooms according to the weather
- 2.10 To ensure that adequate first aid treatment is available throughout the lunch period for both pupils and Lunchtime Supervisors
- 2.11 To undertake all relevant first aid training and administer first aid
- 2.12 To take appropriate action, in accordance with school policy, in the event of behaviour issues during the lunch period
- 2.13 To ensure that all tables are correctly laid at the start of each sitting
- 2.14 To ensure that pupils are in the dining hall at the required time for their lunch
- 2.15 To assist the Headteacher in the recruitment of Lunchtime Supervisors
- 2.16 To ensure that all spillages are mopped up as they occur within the dining rooms
- 2.17 To ensure that pupils are escorted to and from the dining hall to their classrooms at all times
- 2.18 To undertake as appropriate duties as described in Lunchtime Supervisor job description
- 2.19 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.20 To ensure all tasks are carried out with due regard to Health and Safety
- 2.21 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.22 To adhere to the ethos of the school
 - 2.22.1 To promote the agreed vision and aims of the school
 - 2.22.2 To set an example of personal integrity and professionalism
 - 2.22.3 Attendance at appropriate staff meetings and parents evenings



- 2.23 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title: _____

3.2 Level of supervision:

Left to work within establishment guidelines subject to scrutiny by supervisor

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.		
Training		
Other		

Notes:

All applicants must demonstrate their suitability to work with children including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline.

All applicants are expected to understand and be committed to Equal Opportunities in employment and service delivery.

This job description may be amended at any time in consultation with the postholder.