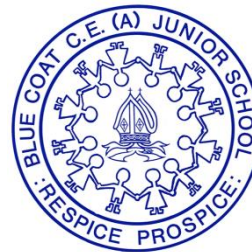




**THE GOVERNING BODY OF
THE BLUE COAT CHURCH OF ENGLAND (AIDED)
INFANT AND JUNIOR SCHOOLS' FEDERATION**



JOB DESCRIPTION

JOB TITLE	Lunchtime Supervisor
GRADE	G1
JOB REF	MID1

PURPOSE OF JOB

To assist the Executive Headteacher and the Principal Lunchtime Supervisor with the supervision of children before, during and after the midday meal.

This person must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. They also must be aware of and support difference and ensure equal opportunities for all.

MAIN ACTIVITIES

- Organising the children as they walk calmly in a line into the hall for lunch
Supervising the washing of hands before the meal
Encouraging a calm atmosphere in the dining hall
Supporting the children in the hall as they eat their meal, encouraging them to eat using the correct utensils and promoting good table manners
Maintaining a safe spill free environment in the hall
- Supervising the children on the playground before and after their meal, encouraging them to co-operate with each other
Organising and leading games in the playground
Encouraging the children to make the right **CHOICES** as they eat and play together
Giving house points in line with the school policy
Being a good role model, encouraging positive behaviour from the children, in accordance with the school behaviour policy
- On occasions, helping a child to change their clothes if they have had an 'accident'
Taking care of a child who has been sick or is feeling unwell, reporting your concerns first to the Principal Lunchtime Supervisor
Adhering to the school procedures for reporting accidents.
N.B. A qualified First Aiders is part of the lunchtime team
Reporting any incidents of unacceptable behaviour, e.g. name calling, to the Principal Lunchtime Supervisor or in her absence the Play Worker, who will decide on the appropriate course of action, in line with school policy
Attending training, from time to time, as appropriate
- Any other reasonable duties as requested by the Headteacher.

Special Conditions

- An overall is provided which must be worn. This overall must not be worn outside the school, either to or from work. Jewellery should not be worn except wedding rings or earring studs, for obvious health and safety reasons. Shoes should be supportive and protective. Open toed sandals/shoes, high heeled shoes or training shoes are not considered suitable.
- Personal hygiene as practised by the kitchen staff must also be adhered to.

Hours of Work: 12 midday – 1.15pm five days a week, term time only

- Staff arrive five minutes before to prepare for taking up duties at midday
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PERSONAL SPECIFICATION

The successful candidate will:

- Enjoy working with children
- Have an enthusiasm for developing their skills
- Have a calm and controlled approach to managing groups of children
- Be an enthusiastic team member
- Be adaptable, able to respond to the needs of the children at short notice
- Be inventive when supporting the children in play activities under the supervision of the Play Worker
- Manage minor difficulties in a positive manner
- Be punctual and reliable
- Adhere to all agreed school health and safety and reporting of accident procedures

The successful candidate will require full DBS clearance before taking up the post.
