

**ST. PETER'S CATHOLIC FIRST SCHOOL (ACADEMY)
LUCNHTIME SUPERVISOR JOB DESCRIPTION**

POST:	Lunchtime Supervisor
SALARY SCALE:	Scale 1 (SCP 6-9)
HOURS	6hrs 15mins per week TERM –TIME ONLY
REPORTING TO:	LINE MANAGER
RESPONSIBLE FOR:	Groups of children / whole classes
MAIN PURPOSES OF THE JOB:	<ul style="list-style-type: none"> • To support the mission and Catholic ethos of the school. • To ensure the safety and wellbeing of our pupils inside and outside during the midday lunch break.
MAIN RESPONSIBILITIES AND TASKS:	<p>Under the direction and control of the Office Manager -</p> <ul style="list-style-type: none"> • General supervision, counselling and discipline of children within the procedures of the school including to supervise children on school premises and grounds and to supervise children who use catering facilities at school. • To maintain good discipline and order in accordance with the Behaviour Policy promoting positive discipline and good relationships based on respect and kindness. • To ensure a safe environment and report or record any hazards or dangers in accordance with the Health and Safety Policy. • To help children partake of food and encourage the children to use cutlery correctly. • To praise good manners. • To undertake ancillary duties eg. setting and clearing away tables, sweeping food from the floor, tidying all objects away at the end of lunch, maintain regular cleaning of the chrome on the tables, turning lights off when leaving a room empty. • To support children in positive play activities and games. • To liaise with class teachers and inform them of any issues regarding the children's behaviour and welfare. • To use initiative in monitoring events occurring on the school premises and grounds. • To watch for intruders on the site. • Supporting children to be independent by helping them with tasks. • Answering questions from pupils. • Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times. • Adhering to and maintaining school routine and codes of conduct.

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	<ul style="list-style-type: none"> • To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available. • Promote pupil independence and reinforcing the child(ren)'s self-esteem through praise and encouragement.
OTHER DUTIES:	<ul style="list-style-type: none"> • To maintain punctuality and good attendance. • To maintain confidentiality at all times • To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training. • To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. • To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
CONTACTS:	<p>In all contacts the postholder will be required to present a good image of the Multi – Academy Company and the Academy as well as maintaining constructive relationships with pupils, parents, teachers, ancillary staff and catering staff</p>
ADDITIONAL NOTES:	<p>The job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the head teacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.</p> <p>The Academy Committee reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.</p> <p>The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academy's Equal Opportunities Policy.</p>

THIS POST IS SUBJECT TO AN ENHANCED DBS CERTIFICATE.

This post is subject to a satisfactory medical / health screening.