



PRIORSLEE ACADEMY
JOB DISCRIPTION 2017-18

NAME: VACANCY
POST: Lunchtime Supervisor
HOURS: Monday to Friday 11.45am-1.25pm
= 8 hours 20 mins

General Duties

There are a number of lunch time supervisors covering a range of duties and working across several areas including:

Hall based
Playground based
Bringing the children into the hall
Supervising corridors and cloakrooms
First aid incidents
Floating to support behaviour

General Organisation

Reception and Base 9 are taken to the hall at 11.45am by class teachers. Base 8, 7, 1 and 2 are then collected by the staff member responsible for bringing children in. Hand washing is supervised and children are taken into the hall. Older children are brought into the hall on a rota system.

The first whistle for Key Stage 1 pupils will need to be blown at 12.45pm. Registration takes place at 12.45pm. This will be followed by the second whistle for Key Stage 2 pupils at 1.15pm. Registration takes place at 1.15pm. Staff need to ensure that all children WALK into School. Staff also need to check the toilets when children are back in their rooms. Any concerns over playtime and lunch time supervision may be shared with the Principal or any member of staff as appropriate.

Specific Duties of Rota System

Hall Based: To supervise dinners and sandwiches in the hall until it is empty. To help with the clearing trays and to keep the waste table clean. To ensure that spillage and waste food on the floor is promptly cleared away.

Outside and bringing children in: one person to blow the whistle and one person to supervise bringing bases from the playground. All children to wash hands. Dinner children from all bases can enter the hall first whilst the sandwich children are escorted to get their lunch boxes. Bases 8, 7, 1 and 2 to be brought in first, followed by all other bases on a rota basis.

Playground supervision: To ensure that all children remain safe and secure. To monitor playground behaviour and support first aid.

First Aid supervision: to remain near Bases 6 and 7 and to monitor all first aid, reporting major incidents to the Principal or member of the Leadership Team. School procedures should be followed and adopted.

Wet Play

Lunch time supervisors will have specific duties during poor weather. An overview of these duties is subject to change.

Reception, B9, B8, B7, B1 and then B2 should go to the hall as usual, with the other Bases following in a numerical order, irrespective of the rota i.e. B3, B4, B5, B6, B10, B11, B12 and B13.

It will be the responsibility of dinner hall staff to send responsible runners to inform respective supervisors that their bases should proceed to the hall.

Use of Playground

Pupils may use all of the tarmac play area and also the field when the weather is good. Both the MUGA and outdoor equipment are used on a flexible basis, determined by the Senior Supervisor and/or Leadership Team. The school policy on behaviour supports the quality of behaviour at lunch times.

In the Event of Fire

Supervise the children one table at a time to the nearest fire exit, or through the door leading into the community centre. There are three exits from the hall. All children line up in class order on the playground. If there is wet playtime, children are to exit through classroom fire doors and walk to the playground.

First Aid

First Aid Supervisors remain responsible for all incidents. **All head and facial injuries must be reported to parents.**

Information for Supervisors

Please report to the office on arrival so that any specific management or pupil based information may be given to you.

Members of teaching staff will inform you when any groups of pupils may be working or helping at lunchtime - they must remain supervised by staff at all times.

At the end of lunch time please ensure that all children are brought safely into school and that no-one is left on the playground after 1.15pm. Please check that all toilets are flushed and that the wash rooms are in a reasonable condition for the afternoon session.

Any absence must be reported in the first instance to admin staff in the office. This information will then be relayed to a member of the leadership team.

Support for Pupils

- Attend to the needs of all pupils including social, health, physical, hygiene and welfare matters
- Supervise and support pupils, ensuring their safety and access to activities
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in suitable activities

Support for the Trust

- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals and colleagues
- Attend any relevant meetings as required
- Participate in training and other learning activities and performance development as necessary
- Staff must not engage in dialogue which might bring the Trust into disrepute, including the use of any social media site
- Depending on the severity of the incident, hand-over/discussions with parents are the responsibility of the first aider, admin or teaching staff

Person Specification

- Experience of working with 3 to 11 year olds
- An appropriate childcare/play work qualification
- Experience of administration procedures
- First aid (qualification or willingness to undertake training)

Signature of Staff Member: _____

Signature of Principal: _____

Date: _____

The job description is subject to amendment from time to time within the terms of employment and with full consultation.