



Whitstable & Seasalter Endowed Church of England (Aided) Junior School

High Street, Whitstable, Kent CT5 1AY

Tel: 01227 273630

Headteacher: Ellen Taylor ELM MSc | BA Ed (Hons)
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Job Description – Lunchtime Supervisor

Name:

Grade:

Kent Range 3

Responsible to:

SENCO/Assistant Headteacher

Purpose of the Job:

Supervise the pupils during the lunchtime period to minimise any disruption, ensure their wellbeing and maintain their safety. To support physical and mental health well-being so that pupils become better equipped for life. To encourage self-esteem and in doing so, ensure the attainment is raised for disadvantaged pupils in all areas of school life.

Key duties and responsibilities:

1. To identify and adopt the most effective approaches and keep abreast of contemporary educational issues.
2. To follow our Relationships Policy for behaviour and maintain good behaviour standards and be a positive role model at all times.
3. To be responsible for yourself and others in accordance with the Health and Safety at Work Act 1974.
4. To be committed to continuous professional development (CPD) relevant to the post.
5. To attend and contribute to meetings/development time as directed.
6. Organise playground games for lunchtimes to provide the opportunity for all children to participate at some time during the week especially engaging the least active pupils in activities.
7. To prepare, utilise and tidy away a range of equipment, materials and resources to provide innovative / creative activities which engage and motivate children.
8. Assist vulnerable children to develop resilience and healthy life style choices.
9. Help to support the physical and mental well-being of pupils and encourage and help to build self-esteem and confidence in pupils.





10. To ensure that all equipment associated with PE, games, sports and activities are correctly set up and stored and report any broken equipment to the line manager.
11. To initiate, facilitate and encourage pupil participation in a varied programme of group play/ games / activities.
12. To report any incidents to the class teacher and on CPOMS to ensure continuity / communication between the playground and the classroom and to keep a record of any incidents.
13. Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
14. Ensure pupils enter the dining room in a **safe** and **orderly** fashion and behave appropriately when queuing for their meal in order to maintain **safety** and **wellbeing** of all pupils.
15. Assist the pupils, as necessary, during the meal break to ensure their **wellbeing**. (This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs.
16. Ensure once meals are finished that the dining area is cleaned by following the cleaning list and signing the schedule, making sure that it is left in a clean and tidy manner to maintain a clean, safe and tidy environment.
17. Operate, where applicable, a first aid service, during the lunchtime to deal with any accidents that occur safely and quickly.
18. Any other task as reasonably directed by the Headteacher.



Person Specification: Lunchtime Supervisor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.• First Aid qualification would be an advantage.
EXPERIENCE	<ul style="list-style-type: none">• None.• Previous experience of working with children would be an advantage.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.• Ability to recognise and deal with emergency situations.• May need to be able to handle small sums of cash.• May require knowledge to enable the post holder be responsible for the safe use of equipment.
KNOWLEDGE	<ul style="list-style-type: none">• Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.

Signed

Dated

