

## Alder Grove Church of England Primary School

<b>Lunchtime Supervisor</b> Job Description	Grade: 4 SCP 7
Hours of work: 8.75 hours per week	£20,092 (FTE), actual salary per year: £3,942.03
Work Pattern: 11:30 - 13:15pm, 5 days per week. Term time only	Employment status: Permanent
<b>Job Purpose:</b> To supervise the lunchtime controllers and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.	
<b>Team Purpose:</b> To ensure the health and safety of all children during the lunch break and ensure the provision of engaging activities within the given guidelines and to promote the Alder Grove Key Code so that there are positive relationships within the school community.	

### Summary of Main Contacts:

- Pupils
- School Leadership Team, Teachers and other school staff
- Governors
- Other professionals

### Main Tasks/Accountabilities:

1. To organise and see to all those activities concerning administration and the practical application to ensure the smooth operation of the lunchtime break e.g. staff rotas, staff illness, time sheets, seating arrangements, safety etc.
2. To supervise the lunchtime controllers.
3. To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
4. Act as a communication link between lunchtime controllers and other school staff and ensure good communication systems are established between lunchtime staff and the school community.
5. To encourage all children to make positive choices and behave well.
6. Assist children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
7. Administer First Aid as required and ensure that all accidents are recorded in the accident book, in order that any appropriate action may be taken.

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| 8.  | Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them and any other incidences reported by Lunchtime controllers to the school leadership team. |
| 9.  | Observe Health and Safety regulations relating to the school at all times.   |
| 10. | Retain the confidentiality on all aspects of school life.  |
| 11. | Assist the school leadership team in the recruitment of new lunchtime controllers.   |
| 12. | Any other duties that reasonably fall within the scope of the post which may be allocated after consultation with the postholder.  |