



Defford and Besford CE Primary School

Job Description for post of Children's supervisor

Reporting To: Headteacher

Job Title: Children's Supervisor

School: Defford and Besford C.E. Primary School

Reporting To: Headteacher

Responsible For: Pupils under their care

Main Purposes of Role:

To ensure, individually or as part of a team, the welfare and safety of all children remaining within school grounds or buildings during lunch times. To provide care and supervision to pupils, including those who have special physical, emotional and educational needs.

Key Accountabilities:

- To supervise children on school premises and grounds.
- To supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- To supervise children during lunchtimes and to help with their needs as required.
- To undertake lunchtime duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area).
- To use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the Headteacher/Teacher in Charge/Office Manager.
- To ensure a safe environment (e.g. by reporting broken glass).
- To watch for intruders on the site during periods of duty.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- To report any minor injuries to children to the designated person.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive relationships.

Internal: Pupils, teachers, catering staff

External: Parents

Notes:

This post is subject to a Disclosure and Barring Service Check under the arrangements established by the Disclosure and Barring Service.

The Council 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.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

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 Council's Equal Opportunities Policy.

This 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 Headteacher may require.

This job description may be reviewed if necessary and may be amended at any time after consultation with you.

Signed (issued by):

Date:

Signed (received by):

Date: