

RED HILL C of E PRIMARY SCHOOL

Midhurst Close, Worcester WR5 2HX

Telephone: 01905 352524

Email: office@redhill.worcs.sch.uk

Website: <http://www.redhillprimaryschool.co.uk/>

Headteacher: Jolanda Simmonds

Deputy Headteacher: Vikki Reading

School Business Manager: Daniel Sparkes



JOB DESCRIPTION

Post Title: Lunchtime Supervisor

Based at: Red Hill CE Primary School

Hours: 11:45 and 13:05

Salary: Scale 1

Responsible for: Pupils under their care as directed

Purpose of Job:

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.

Main Duties and Responsibilities:

1. To supervise children in the hall whilst they eat their lunch. For some children with severe difficulties this may include carrying out feeding programmes and helping children to learn to feed themselves.
2. To ensure the safety of children on the playground and around the school by always being vigilant and taking action to minimise risks during the lunch hour and reporting any potential dangers to the teacher on duty.
3. To supervise children on the playground or in school during the lunch hour. This will include teaching children how to play games together and relate to each other positively.
4. To report any minor injuries to children to the class teacher or designated first aider.
5. To undertake the personal care of pupils including supervising them in the toilet or changing them if necessary.
6. To undertake other duties as necessary eg setting up, clearing and cleaning tables in the dining room.



Friendship Love Respect Responsibility Perseverance Hope

At Red Hill C of E Primary School, we look to Jesus as our example in our aspirations for Excellence and Enjoyment in all that we do. We believe that Everyone is unique and Everything is celebrated.

God created you to be amazing (Ephesians 2:10)



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7. To work with pupils within the classroom on a 1-1 basis or in small groups, listening to readers for example
8. To actively set up and clear away play equipment / activities
9. To undertake training as required.
10. To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health & Safety of him/herself and for others affected by his/her work, and to co-operate with the employer in ensuring that Health & Safety responsibilities are carried out.
11. To undertake any other relevant duties, at the same grade, as required.

Issued by..... Date.....

Received by..... Date.....



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Person Specification

Essential	Desirable	
Qualifications	None required	Current First Aid qualification
Experience	The Lunchtime Supervisor should have experience of supervising children.	In addition, they might have experience of working with children on a voluntary or paid basis.
Knowledge and understanding	The Lunchtime Supervisor should be able to recall the ways in which they have successfully managed children's behaviour.	In addition, they might also have knowledge and understanding of: • child development and social interaction; • the value of constructive play opportunities.
Skills	The Lunchtime Supervisor will be able to: • talk to children and adults in a clear and calm manner; • work as part of a group and on their own; • encourage high standards of pupil behaviour at all times; • respect confidential information; • initiate games and activities appropriate to the age of the children; • remain calm in a crisis; • To be able to listen to young people and take accurate notes of conversations • undertake appropriate training as required.	In addition, they might also be able to: • recognise behaviour giving cause for concern, and inform teaching staff; • teach play activities to other Midday Supervisors; • examine systems critically, and suggest ways of improving efficiency.
Personal characteristics	• Calm under pressure • Tolerant • Able to communicate well with staff and children.	• Well-organised • Creative • Resourceful



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