Job Description

Job Title: Lunchtime supervisor

Location: Kings Heath Primary Academy

Job Purposes: Senior member of the lunchtime team to supervise and direct lunchtime staff and activities

Background: The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and Yorkshire/ Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.

Reporting To: Business and Operations Manager

Salary: NJC point 8 for 1.5 hours per day (11.45-1.15) 38 weeks per year

Key Responsibilities

Key Duties and Responsibilities

On the playground
- To support with the smooth running of lunchtime
- To actively encourage play by leading the children in appropriate games during the lunch break. Games are provided by the Kings Heath Sports coach.
- To monitor behaviour and following the Kings Heath behaviour policy
- To organise and lead children in playground / field games and ensure good social skills, turn-taking, fair play with the support of the schools sports coach.
- To deal with spillages that occur in the dining room or ‘accidents’ that children may have, including toileting accidents and sickness
- To deal with and treat minor injuries and illnesses, following school systems – as appropriate to the first aid training received

With the lunch hall
- To set-up and clear away the dining hall
- To set up hall with tables and chairs prior to children arriving
• To model excellent manners and appropriate social skills during meal-times
• To assist during the mealtime cutting up hot food for the children, serving water, opening cartons and packets etc.
• To supervise table manners for all children and encourage children to eat their lunch
• To praise and reward children’s positive behavior and follow the school agreed rules and behavior systems
• To supervise the seating arrangements before eating and the departure after from the dining hall in an orderly manner
• To lead and co-ordinate the supervision of children after lunch and during the lunch break, either in the playground or on school premises, including wet day activities
• Clean dining room furniture and floor after lunch
• To put away all tables and chairs in storage areas.

Any other tasks connected with midday supervision as reasonably requested by the Headteacher or Business and Operations manager

Knowledge, Skills and Competencies

Essential
• Be flexible, self-motivated and organised
• Be enthusiastic, positive and friendly to children
• Proven ability to make positive professional relationships with children
• Work well as part of a team

Desirable
• Understanding of appropriate KS2, KS1 and Early Years activities
• Understanding of the rules of basic sports and playground games

Experience

Desirable
• Experience of working with Primary school children

Qualifications
• GCSE English
• First Aid