



Bishop Chadwick  
Catholic Education Trust

## Job Description



### St Cuthbert's Catholic Primary School

Post:- Lunchtime Supervisor

Salary:- Term time only

Hours:- 7.15 per week

Responsible to:- Head Teacher

#### **Main duties/responsibilities:-**

- Support the ethos and policies of the school.
- To supervise children anywhere on the school premises during the lunchtime period, ensuring good conduct in behaviour in accordance with the school's behaviour policy.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To work as a member of a team to secure the safety, welfare and good conduct of children during the mid-day period.
- Assist pupils during the meal service, with the collection of food, use of cutlery and return of trays, or other items to the service counter.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To engage children in suitable games and activities when they are on the playground or in the classrooms if the weather is inclement.
- Supporting the school commitment to ensuring all children are active by leading games (e.g. skipping, hooping)
- To encourage safe and positive play at all times and to enforce the school's ethos (Rights Respecting).
- Initiate game and activities, where appropriate, whilst maintaining broad supervision.
- Supervise children in classrooms during inclement weather.
- Perform basic first aid for minor incidents/accidents.
- Maintain accurate and relevant incident/accident records.
- Present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- Any other duties of a similar nature related to the post which may be required from time to time.

#### **Health and Safety:**

- Comply with the requirements of the Health and Safety at Work Regulations.
- Take reasonable care for the Health and Safety of yourself and others.
- Co-operate with the school in ensuring that Health and Safety responsibilities are carried out.

To attend any training/meetings required in order to satisfactorily carry out any of the above requirements and ensuring continuous professional development.