



# Countess Gytha Primary School

## JOB DESCRIPTION

Post: Lunch Club Midday Supervisor

Department: Education

Grade: 16 Point 7

### ***Job Outline***

As a Lunch Club Midday Supervisor the post-holder will be expected to undertake a variety of tasks under the direction of and in co-operation with the Headteacher and teaching staff. These tasks will include the supervision of pupils at lunchtime, including management of their behaviour.

The following list of duties is not exhaustive but is intended to serve as a guide to the range of tasks the post-holder may be required to undertake.

### **Main Responsibilities**

- To set up and pack away equipment as needed in a timely fashion.
- Provide students with the opportunity to have a variety of free play and structured play – physical activity, creative activities, reading and other forms of support.
- Establish good relationships with children.
- Interact positively with children, encouraging cooperation and mutual support.
- Monitor children's well-being; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Anticipate pupil's needs and make suggestions to support them.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Duties and responsibilities of the post may change overtime as requirements and circumstances change.
- The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

### **To contribute as an effective and collaborative member of the school team**

- Participating in training.
- Undertake first aid and safeguarding training as required.
- Attend meetings and team briefings to ensure the policy and procedures of the school are upheld.

### **Knowledge and skills**

- Understanding of relevant policies/codes of practice when working with children.
- Basic understanding of child development and learning.
- Effective communication skills – able to relate well to parents and carers.
- A caring attitude.
- Tact and sensitivity

- Observational skills.
- Very approachable.
- Keen attitude to learn and understand the school's policies, procedures and protocols.
- Ability to work as part of a team and follow instructions.
- Able to react calmly and quickly in an emergency.
- Confidence in dealing with children, maintaining discipline, motivating them and ensuring their wellbeing.
- Ability to maintain confidentiality at all times.

**Essential Qualities**

- Good timekeeping and attendance.
- Reliable and flexible.
- Good sense of humour.

**Desirable**

- A minimum NVQ Level 2 or equivalent
- Level 2/3 play worker qualification.

Countess Gytha Primary School is committed to safeguarding and promoting the welfare of children and young persons and will ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Countess Gytha Primary School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Signed – Headteacher -----

Signed – Post holder -----

Date -----