

## ELSTON HALL LEARNING TRUST – JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Lunchtime Supervisor</b>
<b>Pay Range:</b>	<b>Trust Grade 2</b>
<b>Responsible to:</b>	<b>Senior Leadership Team</b>

### Overall purpose of the role

To be effective in the role of Senior Lunchtime Supervisory Assistant in accordance with the directions given by the Headteacher.

### Specific responsibilities

- Allocate and oversee tasks of the Lunchtime Supervisors making arrangements for cover where required.
- Plan and organise rotas for lunchtime staff to include playground and dining room supervision informing the Headteacher of any gaps or shortages in staffing.
- To support the Headteacher in ensuring Lunchtime Supervisors receive relevant induction, training and support in order to fulfil the requirements of their role.
- Ensure smooth running of the lunchtime provision, overseeing designated areas and ensuring they are appropriately set up and cleared away.
- Plan and oversee organised activities especially indoors during inclement weather, to encourage development of social skills and self-discipline, ensuring that equipment and materials are effectively utilised and safely stored.
- Implement the school's behaviour policy and deal with the misbehaviour of any pupils keeping the appropriate person informed of any issues.
- Monitor all designated areas ensuring that any incidents or security breaches are reported appropriately to ensure safeguarding of pupils.
- To support school policies in the care and welfare of children, sharing information with class teacher and other professionals strictly on a need to know basis.
- Provide support for individual children enabling them to fully participate in all lunchtime activities.
- In the event of any injuries deal immediately with the situation referring to the appropriate person and following schools policy and procedure.

### General

- Contribute to the aims, vision and ethos of the Trust.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
- Appreciate and support the roles of colleagues and other professionals.

<ul style="list-style-type: none"><li>• Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.</li></ul>
<ul style="list-style-type: none"><li>• To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.</li></ul>
<ul style="list-style-type: none"><li>• To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.</li></ul>
<ul style="list-style-type: none"><li>• Dress in a professional and appropriate manner, that will further support the school's policy on uniform</li></ul>
<ul style="list-style-type: none"><li>• Participate in further training and professional development as appropriate.</li></ul>
<ul style="list-style-type: none"><li>• The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.</li></ul>