**** **Job Description**

 **St Cuthbert’s RC Primary School**

Post:- Lunchtime Supervisor

Grade 1

Salary:- £9.36 per hour (pro rata, term time only)

Hours:- 6.25 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 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, clearing up any spillages promptly.
* 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.