



PENNS PRIMARY SCHOOL

**Senior Lunchtime Coordinator
JOB DESCRIPTION**

Salary scale: GR 2

The postholder is accountable to the headteacher.

1.0 JOB PURPOSE:

1.1 To assist the Headteacher by leading a team of Lunchtime Supervisors in securing the safety and welfare of pupils during the midday break. This involves the effective supervision of Lunchtime Supervisors

To be responsible for the Co-ordination of lunchtime supervisors and the leading of play activities at lunchtime

2.0 DUTIES AND RESPONSIBILITIES:

2.1.1 To implement the agreed vision and aims of the school

2.1.2 To set an example of personal integrity and professionalism

2.1.3 To be an effective team leader

2.1.4 To follow all agreed school policies and procedures

2.1.5 To lead on and administer first aid

2.2 Main Duties and Responsibilities

2.2.1 Oversee and manage duty rotas for Lunchtime Supervisors and determine their locations in agreement with the Headteacher

2.2.2 To act as Line Manager for all Lunchtime Supervisors and direct and supervise them in accordance with school policy

2.2.3 To be responsible for ensuring that all paperwork in relation to payment of wages is in order and that timesheets are signed

2.2.4 To be responsible for first stage discipline of Lunchtime Supervisors

2.2.5 To ensure that pupils are supervised in the playground or classrooms according to the weather

2.2.6 To ensure that adequate first aid treatment is available throughout the lunch period for both pupils and Lunchtime Supervisors

2.2.7 To take appropriate action, in accordance with school policy, in the event of behaviour issues during the lunch period

2.2.8 To ensure that all tables are correctly laid at the start of each sitting

2.2.9 To ensure that pupils are in the dining hall at the required time for their lunch

2.2.10 To assist the Headteacher in the recruitment of Lunchtime Supervisors

2.2.11 To ensure that all spillages are mopped up as they occur within the dining room.

2.2.12 To ensure that pupils are escorted to and from the dining hall to their classrooms at all times

2.2.13 To undertake as appropriate duties as described in Lunchtime Supervisor job description

2.3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.4 To ensure all tasks are carried out with due regard to Health and Safety

2.5 To undertake appropriate professional development including adhering to the principle of performance management.

2.6 To adhere to the ethos of the school

2.6.1 To promote the agreed vision and aims of the school

2.6.2 To set an example of personal integrity and professionalism

2.6.3 Attendance at appropriate staff meetings and parent's evenings

2.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Duties and Responsibilities related to leading active play at lunchtimes

2.1 To supervise and direct the work of the other lunchtime supervisors

2.2 To lead play outside during lunchtime

2.3 To implement the school Behaviour Policy

2.4 To lead the lunchtime, wet or dry weather, play activities to enhance the pupil's free-time encouraging valuable play experiences

2.5 To tidy, maintain and resource the play equipment, encouraging good use of it and children's responsibility in putting it away

2.6 To keep all play areas well supervised at lunchtimes

2.7 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.8 To ensure all tasks are carried out with due regard to Health and Safety

2.9 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

4.1 Supervising Officer's Job Title: Deputy Headteacher

4.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.

2. Left to work within established guidelines subject to scrutiny by supervisor

3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN: (excludes those who are indirectly supervised ie through others)

Post Title

Grade

No of Posts

Level of

Supervision (as in 3.2 above)

• Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS:

5.1

3. Line Management - responsibility to and for

3.1 Responsible to the Head Teacher

3.2 Responsible for the supervision of lunchtime supervisors.

3.3 Performance management reviews

4. Conditions of employment

4.1

5. Review and Amendment

5.1 This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

6. Complaints

6.1 If, following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation

.....
Signature of the Head Teacher

Copy received by

.....
Signature of the Postholder

Date

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** Insert specific duties according to the circumstances of the school - see guidance attached