

## Vision: ****"Together, inspiring excellence"****

## Mission: ****"Nurturing lifelong learners with God’s guidance"****

## Values: ****"Love, Courage, Honesty, Faith and Forgiveness"****

Christ Church C of E Primary School

Montpelier Road

Purley

CR8 2QE

**LUNCHTIME SUPERVISOR**

**Person specification**

Personality

• Has a warm personality and is able to stay calm under pressure

• Demonstrates good interpersonal skills with children and adults

• Is able to build trusting relationships with children

Competencies

• Enjoys play and has good communication skills

• Thinks creatively

• Is able to work independently and show initiative

Qualifications (Desirable)

* First Aid Training

**Job Description**

At mealtime:

* Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
* Support pupils in meal arrangements.
* Ensure that the pupils wash and dry their hands.
* Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
* Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal.
* Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
* Encourage pupils to be independent in clearing away after a meal.
* Teach the pupils to keep the floor clean.
* Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

In Playtime:

* Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
* Operate a “band” system to go to the lavatory, so that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Only hand out bands to the allocated class.
* Ensure that pupils are not in the building when they should be outside.
* Teach games and implement good behaviour in the playground (follow the appropriate policy).
* Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
* Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).
* Provide First Aid where required and complete appropriate forms.

# Wet Playtimes:

(As well as above)

* Supervise a class while they play classroom games, draw or finish school work.
* Read a story or play games.
* Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

# Communication with others

* To recognise and report on child protection issues according to school policy.
* Be aware of school events by looking at the whiteboard in Medical room and Staff room, timetable on notice board in Staff room and reading your copy of the newsletter.
* Ensure that any incidents are recorded in line with school policy.
* Communicate any general concerns to the class teacher at the end of the lunchtime.