



St. James' Catholic Primary School



Job Description

Lunchtime Supervisor (TA2/Grade2)

Job Purpose:

It is, and has been from the beginning, the conviction of the Catholic Church that she has an obligation to provide education for her children by which their whole lives may be inspired by the Spirit of Christ.

St. James' School is not simply an environment for providing a series of lessons; it operates out of an educational philosophy which aims to meet the needs of all the young people of today in the light of the Churches faith in Jesus Christ.

It follows that, as a member of staff in our school, you should endeavour to maintain and develop this Catholic ethos and to support the sense of community which underpins all that we seek to achieve. As you have made a conscious decision work in a Catholic learning community it therefore follows that you are encouraged to show support for school community events that fall outside the school day where possible.

To work under the direct instruction of teaching/senior staff/ senior lunchtime supervisor usually in the classroom, dining room and playground

Key Tasks:

Specific Duties and Responsibilities

SUPPORT FOR PUPILS

- Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to play activities
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by play leaders/welfare assistants
- Encourage pupils to act independently as appropriate

SUPPORT FOR THE TEACHER

- Prepare classroom/playground as directed for play activities as directed by the teachers and assist pupils in their use

SUPPORT FOR THE CURRICULUM

- Prepare and maintain equipment/resources as directed by the teachers and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, behaviour, confidentiality and data protection, reporting all concerns to an



St. James' Catholic Primary School



appropriate person

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meeting as may be reasonably directed

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process

Health and Safety Training

To undertake Health and Safety Training on areas within your remit

GENERAL

- You may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

Contacts:

Pupils, teachers, senior staff, visitors to the school

Relationship To Other Posts In The Department:

Responsible to: The Head teacher and The Governing Body, Senior Lunchtime Supervisor, Teachers, Office Manager

Responsible for:

Special Conditions:

DBS Disclosure Required – Enhanced

This job description may be amended at any appropriate time, following consultation between the Headteacher and the post holder and will be reviewed annually.