

# EVERSFIELD PREPARATORY SCHOOL



## LUNCHTIME SUPERVISOR JOB SPECIFICATION

Responsible and accountable to:

Director of Pastoral Care / Deputy Head

### Terms and Conditions of Employment

Hours :

Please refer to offer letter / contract.

Salary :

Please refer to offer letter / contract.

- To supervise children during non-curriculum time promoting a happy and secure environment in line with the school's mission.
- To ensure the aims and policies of the school are communicated and implemented effectively.

### Responsibilities

Organisational and Administrative:

- Assist with administrative tasks, as requested by the Director of Pastoral Care
- Attend meetings as directed by the Director of Pastoral Care, the Deputy Head or the Headmaster.
- Assist with duties as outlined on the duty rota.
- Supervise children in the dining room and on the playground.

Whole School:

- Ensure high standards of behaviour and that all individuals and equipment are treated with respect.
- Be very alert for any signs of bullying or unpleasantness and deal with it immediately and appropriately.
- Encourage the children to be well organised and punctual and to gain confidence and independence.
- Ensure every child receives praise and encouragement on a frequent basis and that each child feels valued and has a happy and enjoyable lunchtime.
- Carry out duties and follow guidelines and procedures as laid out in the Staff Guidebook
- Promote the aims and ethos of the School and be familiar with its policies.
- Where possible, be willing to attend school functions as required in order to help maintain appropriate staff:pupil ratios.

## General

- Have due regard for the job descriptions, responsibilities and authority of other staff.
- Establish effective, professional working relationships with colleagues.
- Be responsible for personal health and safety at work and inform the Facilities Manager of any health and safety matters in need of attention.
- Be aware of safeguarding/child protection responsibilities and procedures in place at the school and bring any concerns to the attention of a member of the Leadership Team.
- Work within the school's Equal Opportunities Policy.
- Set a good example to children through presentation, personal appearance and conduct.
- Make known to the Headmaster or Deputy, professional development which could be useful.
- Attend all INSET and CPD as requested by the Headmaster or Deputy.
- Comply with information and guidance in the Staff Guidebook and all other school policies.
- Attend staff meetings as required by the Headmaster or Deputy.
- Handle confidential information with due care and maintain confidentiality both of the school's affairs and those of its clients.
- Be aware of the School Improvement Plan and support and assist the Leadership Team in its implementation.
- Be aware of the role and purpose of the governing body.
- Participate in the school's Performance Management Review Cycle.
- Carry out any other reasonable request of the Headmaster or Deputy.
  
- Hours, attendance and holiday entitlement are as defined in the Contract of Employment.