

JOB DESCRIPTION

Post Title: Lunchtime Activity Supervisor

PURPOSE OF JOB

- Supervise and control activities, including the behaviour of pupils, during the lunch time period.
- In partnership with Senior teaching staff design and organise appropriate games for pupils during the lunch time period.
- Supervise, support and encourage all pupils to participate in activities ensuring their safety and wellbeing at all times.

DUTIES

1. Control the dinner queue making sure pupils queue in an orderly manner.
2. Supervise and control pupils' behaviour whilst they are eating their meals.
3. Ensure the dining area is left clean and tidy.
4. Assist in designing activities which will promote and reinforce pupils' confidence, team working abilities and independence through play.
5. Set up play equipment ready for pupils to participate in organised games during the lunch time period.
6. Check that pupils are wearing suitable clothing and footwear for these organised games and make sure that pupils have due regard to safety and good behaviour at all times.
7. Actively encourage pupils to have fun and participate in games making certain that they are adequately supervised at all times.
8. Work alongside other support staff in school in order to create a positive environment for all pupils at all times.
9. In the event of accidents escort children to the Reception area for immediate attention and record accidents and injuries in line with schools procedures.
10. Collect and store all play equipment making sure any faulty apparatus is reported to the appropriate member of staff.
11. Attend regular meetings and courses as requested by the Senior Management Team.
12. Any other duties required by the School Management Team within the scope of this post.
13. Carry out these duties with due regard to the School policies, procedures and priorities.

The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

February 2017