

## Marish Academy Trust Job Description

Contractual Details				
<b>Post Title:</b>	Lunchtime Activity Champion			
<b>Responsible to:</b>	Lunchtime Supervisor			
<b>Contract type:</b>	Permanent	Fixed Term ✓	Full time	Part time ✓
<b>Salary:</b>	NJC02			
<b>Contractual Hours:</b>	5 days per week; Term Time only (10 hours per week) 11:20-13:20 daily			
<b>Line Management Responsibilities</b>	None			

Job purpose
Supervising children during their lunch break, whilst they are eating lunch and at play. Ensuring the dining halls are clean and tidy at the end of service.

Post Holder's Responsibilities	
Key Duties	<p><b>To supervise the children effectively by:</b></p> <ul style="list-style-type: none"> <li>Supervising all areas of the playgrounds, corridors, toilets and dining hall</li> <li>Supervising children eating their lunch, encouraging good behaviour (sitting properly, table manners, clearing away, quietness)</li> <li>Managing the children during wet lunchtimes</li> </ul> <p><b>Organisation</b></p> <ul style="list-style-type: none"> <li>Organising the children coming in and out of the dining hall for lunch</li> <li>Cleaning tables and floors (including sweeping/mopping as necessary), moving/stacking tables and chairs in the dining area as necessary (tables to be moved in pairs)</li> <li>Ensuring the children return to classes in an orderly fashion at the end of midday break</li> <li>Encouraging caring and orderly conduct (be proactive and act, always listen to both sides of a dispute, never argue with a child) by identifying unacceptable behaviour and informing the Lunchtime Supervisor</li> <li>Support in the Kitchen as necessary</li> <li>Encourage pupils to keep the hall tidy and talk at the appropriate noise level</li> </ul> <p><b>Play &amp; Behaviour</b></p> <ul style="list-style-type: none"> <li>Be proactive with engaging with pupils, interact with them positively and ensure they follow the Diamond rules</li> <li>Engaging children in developmental play</li> <li>Organise play activities to encourage pupils to play and make use of play equipment</li> <li>Offer educational instruction where needed to help pupils to share play equipment Encourage pupils to play and monitor pupils that aren't engaging in play, feeding back any concerns to class teachers</li> <li>Help to resolve issues between pupils during play activities</li> <li>supporting the school's ethos and policies on behaviour, bullying and inclusion</li> </ul>

	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• To ensure that the school leadership is immediately informed of any issues relating to child protection that they discover or are worried about.</li> <li>• To apply all policies, procedures and practices including safeguarding procedures relating to your duties.</li> </ul>
Health & Safety Management	<b>Whilst the Headteacher remains ultimately responsible for the Health and Safety of the school site, it is your responsibility to:</b> <ul style="list-style-type: none"> <li>• Refer all cases where first aid is needed to the qualified first aid member of staff who is on duty in the medical room</li> <li>• Be aware of, and undertake the relevant procedures that are to be carried out in the event of an accident or dangerous occurrence, for example, children who may suffer from an anaphylactic reaction</li> <li>• Alert the Lunchtime Supervisor of any potential Health and Safety risks of which you may become aware associated with lunchtimes and the play areas</li> <li>• Assist with personal cleanliness of children as appropriate</li> <li>• Assist with personal care of children, should this be required</li> <li>• Ensure the health and safety of colleagues and young people.</li> <li>• Observe pupils and the environment and take action to minimise any identified health and safety risks</li> <li>• Promote the school's policy around healthy eating to pupils</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Attend and participate in regular meetings, fulfil responsibilities as specified above.</li> <li>• To attend and participate in planned and informal CPD training sessions.</li> <li>• Keep your line manager informed of any shortcomings or difficulties with carrying out any of your duties/responsibilities.</li> <li>• Undertaking in-service training where appropriate</li> <li>• Attending the meetings called by the Headteacher and Deputy Headteachers – overtime paid if required to attend at other times</li> <li>• Undertake reasonable duties appropriate to the post as directed by your line manager</li> <li>• Carry out duties as directed by the Headteacher</li> </ul>
<p>This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Executive Headteacher or Headteacher may, from time to time, deem appropriate and necessary.</p>	