

# HILTINGBURY JUNIOR SCHOOL

Hiltingbury Road, Chandlers Ford, Eastleigh, Hampshire SO53 5NP Tel: 02380 261808

## JOB DESCRIPTION

**POST TITLE:** Lunchtime Supervisor

**RESPONSIBLE TO:** Senior Supervisory Assistant

### **Purpose**

Supervisory Assistants will ensure the safety, welfare and good conduct of pupils during the midday break periods, in accordance with the practices and procedures of the school. The postholder will normally work as part of a team and will always be under the direction of The Senior Supervisor who is accountable to either the Headteacher or Deputy Headteacher or such other person as may be designated by the Headteacher.

### **Responsibilities (*applicable to all Sas*)**

1. To start at 11.55 midday for all supervisors
2. To supervise pupils in the playgrounds or other parts of the school premises
3. To ensure the maintenance of good order and discipline
4. To assist children in the event of accident or injury, and to enter the necessary notes in the Accident Book
5. To assist in dealing with problems arising from unruly behaviour and report such matters to the Senior Supervisor
6. Assisting with ancillary duties e.g. cleaning up spillages, wiping tables etc
7. To carry out other duties relating to lunchtime supervision as required by the Senior Supervisor or Headteacher or other designated person

**NB:** (School resources and resourcing policies are under the overall management of the Deputy Head).