

Holwell Primary School

Learning today for our tomorrow



Lunchtime Supervisor

Hours: 10 hours per week, Monday -Friday term time only. Fixed term contact till July 16th 2027 (With the possibility to extend)

Times: 11.15am – 1.15 pm

Grade: Hertfordshire Support Staff Grade H2

Salary: £25614 pro-rata

Responsible to: Deputy Headteacher Behaviour and Pastoral and P.E Leader

Purpose of the Role

To enhance the children's enjoyment of lunchtime, and promote good behaviour, by organising, leading activities and teaching children how to play. This will include setting up team games, encouraging appropriate use of equipment and promoting fair play and supporting our team of pupil playmakers.

Key Responsibilities

Child Welfare and Positive Relationships

- Treat all children with respect, kindness, honesty and fairness.
- Build positive and trusting relationships with children through supportive communication and encouragement.
- Promote the social, emotional and personal development of all pupils.
- Understand and respond appropriately to the physical, emotional, medical and social needs of children.
- Work with all children, responding to their individual needs and differing abilities to ensure inclusion and success.

Behaviour Management

- Manage children's behaviour consistently and effectively in line with the school's Behaviour Policy.
- Use supportive language and avoid confrontation wherever possible.
- Promote positive behaviour and high expectations during all lunchtime periods.
- Model and teach positive social interaction, conflict resolution and restorative approaches.
- Support children to resolve minor disagreements through discussion, mediation and problem-solving strategies.

Leadership and Management of Lunchtime Staff and Collaboration with staff.

- Lead, support and supervise the lunchtime team to ensure effective provision during unstructured times.
- Ensure all lunchtime staff implement the school's Behaviour Policy consistently and effectively.
- Promote high standards of supervision, engagement and pupil welfare across the lunchtime period.
- Support the induction, training and development of lunchtime staff.
- Communicate relevant information regarding pupil welfare, behaviour and safety concerns to appropriate staff.

Planning and Delivery of Lunchtime Provision

- Organise, lead and oversee the operation of lunchtime play.
- Develop and deliver a varied programme of high-quality activities that engage children of all ages and interests.
- Ensure a timetable of day-to-day activities is established, maintained and reviewed regularly.
- Plan and organise suitable indoor activities during wet-weather lunchtimes.
- Communicate with Playmakers, the School Council and other pupil leadership groups to ensure children have a voice in the activities available at lunchtime.

Health, Safety and Safeguarding

- Ensure all equipment, resources and play areas are safe, accessible and fit for purpose.
- Maintain high standards of health, safety and supervision throughout the lunchtime period.
- Refer children requiring first aid to appropriately trained staff and seek assistance when necessary.
- Take appropriate action in emergencies and summon assistance as required.
- Record and report any safeguarding concerns promptly and in accordance with school policy and statutory guidance.
- Demonstrate a commitment to safeguarding, equality, inclusion and the welfare of all pupils.

Monitoring, Review and Development

- Monitor the effectiveness of lunchtime provision and identify areas for improvement.
- Make recommendations to the Leadership Team regarding the development of lunchtime play and supervision.
- Contribute to the review and development of lunchtime procedures, policies and practices.
- Review and develop own professional practice through training, reflection and continuous professional development.

Essential Knowledge

- Basic general education in Maths and English

Desirable Knowledge

- First Aid qualification, Food Hygiene Certificate, Basic first aid training
- Playleader qualification or previous experience in a similar role
- Able to deal with a range of people and personalities
- Some knowledge of pupils with SEND
- Evidence of Safeguarding training

Skills and Competencies

- Good verbal communication and interpersonal skills
- Flexible approach
- Aware of the importance of confidentiality
- Maintain positive relationships with staff and pupils
- Friendly and approachable

Other

- Good attendance and timekeeping
- Projects a professional image for our school

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you by the Head Teacher or Deputy Head in their absence.

Safeguarding Statement

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

This role will be reviewed annually as part of the PMD process.