



## **JOB DESCRIPTION**

### **1. Date produced/reviewed: 4<sup>th</sup> July 2018**

### **2. Position Title: Lunchtime Supervisor**

### **3. About The Elms Nursery:**

Situated on a striking 45-acre campus on the border of Nottingham and Derbyshire in Long Eaton, The Elms is the Nursery and Junior School to Trent College.

The Elms Junior School is a co-educational, independent day school for 4-11 year olds. The Elms Pre-School and Nursery (re-launched January 2012) welcomes children from 6 weeks to 4 years old.

The school aims to nurture enquiring minds and increase self-confidence, so pupils will enjoy asking questions and making decisions for themselves. Pupils are provided with a wealth of learning opportunities, enabling each child to grow, learn and flourish in a supportive and stimulating environment.

The wellbeing of pupils is at the core of everything at the school. Getting to know each child as an individual and their needs as a learner, means we can deliver exceptional standards of pastoral care, enabling them to achieve their personal best.

### **4. Overall scope of the post:**

To be responsible for the supervision of pupils during lunch time in the Obolensky and playground duty (outdoor/indoor depending on weather conditions) during lunch break.

### **5. General responsibilities, tasks and duties:**

- To supervise children eating their lunch in the dining hall (The Obolensky) followed by playground supervision or in inclement weather in the school building.
- To deal with unruly or unsafe behaviour in accordance with the school behaviour policy and where necessary report difficulties to the relevant member of the leadership team or teaching staff.
- To assist children with lunches in the school dining hall.
- To mop up or wipe spillages from the floor surfaces or meal tables as necessary.
- To ensure that the dining areas are left in a tidy condition.
- To ensure that any injury or sickness of pupils in the playground is dealt with immediately and to refer children to the medical centre for treatment if appropriate.
- To make sure that any accidents involving injury are written up in the accident book.
- To ensure that any health and safety hazards noted are reported.
- To monitor children on the playground/field during lunch breaks and to encourage play amongst the children.
- To ensure that every child has had a lunch.

- To ensure that no pupils remain in outside areas when afternoon lessons are due to begin and that no child is in the school building without a member of staff during the lunch break period.
- To be aware of the school's safeguarding policy and to attend safeguarding training sessions as required.
- Any other duties as may be reasonably requested to reflect the changing needs of the school and the requirement to provide a safe environment for the children.

This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may be reasonably be requested.