

# Lunchtime Supervisor

## Job Purpose

Responsible, under the direction of the Assistant Headteacher or nominated duty lead, either individually or as part of a team, for securing the safety, welfare and good conduct of students during, before and following the lunchtime break period, in accordance with agreed practices and procedures.

## Responsibilities and Duties

- Undertake direct supervision of students in designated areas.
- Assist with daily decisions on areas for students' use, e.g. wet lunchtimes.
- Supervise conduct of students, ensuring safe and orderly conduct within and outside the premises.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help students in the dining area or play/other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to Duty Lead, Achievement Coordinator or Assistant Headteacher.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

## General

Undertake any other reasonable requests from key members of staff to ensure the smooth running of the school during the designated period.

## Knowledge, Skills and Experience

- Ability to work well with children and adults.
- An understanding of the school's procedures relating to first aid and medical emergencies.
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these.
- General experience of children and their supervision.
- Willingness to undertake training as appropriate, e.g. first aid.

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