

## LUNCHTIME SUPERVISOR

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| <b>POST</b>  | <b>LUNCHTIME SUPERVISOR</b> |
| <b>GRADE</b> | <b>2 - £10.12 per hour</b>  |

### Line Management

Assistant Headteacher (Student behaviour, welfare & development)

### Core Purpose

The postholder's key accountability will be

- to oversee the welfare and good discipline of students during lunchtime
- to carry out duties as directed by the member of senior leadership on duty lunchtime supervisor and as detailed in the duty rota.
- to pay particular attention to health and safety and security issues which may affect student welfare.

### Responsibilities specific to the post

- To supervise students' use of the toilets, ensuring that only a reasonable number of students is allowed in at any one time.
- To ensure that students are not allowed into the building at lunchtime without an appropriate pass.
- To organise the year group queues for school and packed lunches in accordance with the lunch sitting rota.
- To supervise students' exit from the building via the North door.
- To supervise students' return via the Reception door at the end of lunch.
- To ensure that students are in the correct area for the playground for their year group.
- To report any incidents of bullying to the senior member of staff on duty.
- To deal with any accidents as necessary, ensuring that the student is seen by a First Aider and the relevant accident forms completed.
- To ensure that there is no drinking or eating in the playground.
- To supervise students during adverse weather conditions.
- To ensure that students are in the correct review room.
- To attend all necessary and any relevant training.
- To maintain an ethos of high expectations in relation to students' behaviour.

*Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.*

- To support the school in meeting its safeguarding responsibilities.
- To support the overall welfare and good discipline of students.
- To lead by example and embody the school's values for students, staff, governors and parents.
- To act at all times as an ambassador for the school in a manner which upholds its values and ethos.
- To carry out other duties as may be commensurate with the grade and nature of the post.