



## Job Description Lunchtime Supervisor

**Name:**

**Reporting to:** Assistant Headteacher (Compliance)

**Working Time:** 8 Hours, 45 minutes per week (Mon-Fri 11.45am-1.30pm)

**Salary/Grade:** Band 3 (£4,525.96)

**Disclosure level:** Enhanced DBS

### Post Purpose:

- To work as part of a team monitoring student behaviour during lunchtimes.

### Key Responsibilities:

Under the guidance and direction of the Assistant Headteacher (Compliance);

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of students during lunchtimes, having regard to special or additional needs.
- Report incidents in line with College policy.
- As directed by the Assistant Headteacher (Compliance), follow laid down rotas within the team.
- Provide information as necessary to other College staff.
- Encourage students to follow and adhere to College behavioural codes and expectations of cleanliness and tidiness.
- Assist with directing students to first aid and welfare issues, looking after sick students as requested.
- Potentially undertake duties in indoor and outdoor environments.
- Complete appropriate documentation as required.
- Assist in cleaning up spillages of food or liquid during meal service, as appropriate.
- Support staff on dinner ques, as required.
- Monitor toilet areas, access points and stairwells as required- dependant on duty area.
- Experience of working in a school environment, or similar, is preferred.
- Knowledge of College procedures for the supervision of lunchtime activities, which will also develop when in post.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.