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Headteacher - Mr R Haltof

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title:	Lunchtime Supervisor
Grade:	4
Job Purpose:	To supervise and ensure the safety of children throughout the mid-day break by encouraging children to treat each other with respect and to follow the Academies Behaviour Policy at all times

Main Duties / Responsibilities

ORGANISATION

- Take instructions from the Lunchtime Manager and Senior Leadership Team (SLT) regarding the supervision of children throughout the lunchtime break.
- Supervise designated areas by following the rules set out in the Behaviour Policy and reporting unruly behaviour to the Midday Manager.
- Deal with minor problems and report any persistent unruly behaviour, incidents of fighting, bullying or racial / personal abuse involving parents to the Lunchtime Manager or a member of the SMT as appropriate
- Ensure children leave the dining hall in a tidy condition by giving the necessary guidance to children in respect of cleaning plates, placing cutlery and crockery in trays provided and seating arrangement.
- To actively engage with pupils and lead activities.
- Be aware of and comply with Academy policies relating to child protection, health and safety, confidentiality and data protection.
- Report all incidents relating to Health and Safety to the Midday Manager.

RESOURCES

- Work as support to SMT, duty teachers during lunch as appropriate
- Provide advice and guidance to staff, students, parents/carers and others

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.

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This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and /or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.