

## Lunchtime Supervisor – Secondary School - Job Description

<b>School</b>	The Warriner School	<b>Job Title</b>	Lunchtime Supervisor – Secondary School
<b>Reporting to</b>	Director of Information and Data	<b>Salary</b>	Grade 9 Point 26 £17.06 per hour Pro Rata
<b>Hours of work</b>	1hr per day Mon-Fri (1.10pm – 2.10pm) Term Time Only		

### Main purpose

A lunchtime supervisor will be part of a team that is responsible for supervising students and the school's premises during the lunchtime break to ensure that the break runs effectively and that the safety and welfare of students and staff is maintained. Our lunch break is for 40 minutes from 1:20-2:00pm with the post being from 1:10-2:10pm allowing the post holder to be in position prior to the students starting lunch break and to oversee them returning to lessons.

### Duties and responsibilities

#### Supervision

- Supervise students and buildings in your designated area
- Build positive relationships with students
- Monitor students using school facilities dependent on the location of your duty area
- Support other lunch duty colleagues
- Diffuse any potential issues with/between students

#### Organisation

- Manage students' entrance and exit from buildings in an orderly manner
- Maintain suitable student numbers if on a toilet area duty

#### Health and safety

- Observe students and the environment and take action to minimise any identified health and safety risks

- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support students with medical/dietary needs
- Promote the school's policy around healthy eating to students
- Feed back concerns relating to students' health and safety to a senior member of staff
- Wear your hi vis and carry a radio (walkie talkie)

**Behaviour**

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to students, in line with the school's behaviour policy
- Support other lunch duty colleagues if dealing with behavior incidents

**Safeguarding**

- Make sure students remain on the school premises during the lunchtime break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

**Other areas of responsibility**

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- In the case of absence, it is important to inform the school as early as possible

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a lunchtime supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**Postholder's signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

*All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references*

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• First aid training (or willingness to complete it)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working with children or young people</li><li>• Working and collaborating within a team</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Ability to respond quickly and effectively to issues that arise</li><li>• Ability to use own initiative and take action accordingly</li><li>• Effective communication with adults and children</li><li>• Ability to follow instructions from senior team members</li><li>• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies</li><li>• Ability to build effective working relationships with colleagues</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to supporting and understanding student needs</li><li>• Uphold and promote the ethos and values of the school</li><li>• Maintain confidentiality at all times</li><li>• Commitment to safeguarding, equality, diversity and inclusion</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact [recruitment.4007@warriner.oxon.sch.uk](mailto:recruitment.4007@warriner.oxon.sch.uk)