



## JOB DESCRIPTION LUNCHTIME SUPERVISOR

<b>Job Title:</b>	Children's Supervisor
<b>Grade:</b>	Scale 1
<b>Reporting To:</b>	Head teachers PA
<b>Responsible For:</b>	Pupils under their care

### Main Purposes of Role:

- To ensure, individually or as part of a team, the welfare and safety of all children remaining within school grounds or buildings during lunch times.

### Key Duties:

- To supervise children on school premises and grounds.
- To supervise children who use catering facilities at the school.
- To use initiative in monitoring events occurring on the school premises and grounds.
- To report any relevant matters or dangers to the House Leaders.
- To ensure a safe environment (e.g. by reporting broken glass to the Site Team).
- To report any minor injuries to children to the designated person (i.e. cuts, bruises).
- To help children partake of food when necessary.
- To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and dining area).
- To watch for intruders on the site during periods of duty.

### General Duties:

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To take part in the school's Professional Review Process (BlueSky) and take advantage of any available training and professional development opportunities.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, and Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.