



Job description

Lead Lunchtime Supervisor

Responsible to: the Principal or the designated deputy, for the conduct and safety of pupils throughout the school before, during and after the midday meal.

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Summary of Role

Responsible for Lunchtime Supervisors working simultaneously.

Detailed responsibilities

- Manage and organise the supervision of pupils for the whole or part of a lunchtime period.
- To implement the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- To be an effective team leader.
- To follow all agreed school policies and procedures.
- Oversee and manage duty rotas for Lunchtime Supervisors and determine their locations in agreement with the Principal.
- To act as Line Manager for all Lunchtime Supervisors and direct and supervise them in accordance with school policy.
- To be responsible for first stage discipline of Lunchtime Supervisors.
- To ensure that pupils are supervised in the playground or classrooms according to the weather.
- To ensure that adequate first aid treatment is available throughout the lunch period for both pupils and Lunchtime Supervisors.
- To take appropriate action, in accordance with school policy, in the event of behaviour issues during the lunch period.
- To ensure that pupils are in the dining hall at the required time for their lunch.
- To assist the Principal in the recruitment of Lunchtime Supervisors.
- To ensure that all spillages are mopped up as they occur within the dining rooms.
- To undertake as appropriate duties as described in Lunchtime Supervisor job description.
- 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 ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school,

- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents evenings.
- Provide support for a wider range of office functions including basic administration and reprographics
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Special Conditions

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school’s Christian ethos at all times.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name:

Signed:

Date: