



Job Description

Lunchtime Supervisor

Job Summary:

To work as a member of the Student Supervision Team providing a safe and tidy environment for learning.

Reporting to:

Deputy Supervisor & Senior Supervisor

Staff Management Responsibility:

Ensure Health & Safety regulations and adhered to

Key Responsibilities and Tasks:

- Responsible for ensuring the supervision, care and safety of students throughout the day
- Report any incidents of fighting, bullying, or racial/personal abuse to senior staff, as appropriate.
- Ensure a clean and tidy environment, inside the building and outside, which encourages learning
- Encourage students treat each other with respect and to follow the Trust's Behaviour Policy at all times, reporting any incidents to senior staff, as appropriate

General

- Work as part of the Supervisory Team to secure school improvement across the Campus
- Contribute to the overall vision, values and guiding principles of the Co-op.
- Attend and participate in training events and participate in project teams.
- Attend, lead and participate in regular meetings.
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
- To carry out any other reasonable requests as and when required.
- Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve. Job descriptions will be reviewed with postholders and updated periodically to reflect this. The person specification shows the abilities and skills you will need to carry out the duties in the job description.