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| **Post title** | Lunchtime Supervisor |
| **Pay Scale:** | Support staff  |
| **Line manager/s:** | Caretaker. |
| **Supervisory responsibility:** | The post holder will be responsible for the supervision of pupils during lunch time. |

# Main purpose of the job:

* Take responsibility for promoting the safeguarding and welfare of children and young people within the school during social times in line with the KCSIE guidance
* Treat pupils with dignity, building relationships rooted in mutual respect.
* Work proactively and effectively in collaboration with the pastoral team and leaders across the academy.
* Act within the principles and procedures set out in the academy’s Behaviour Policy and Staff Code of Conduct.

# Duties and responsibilities

## Behaviour and Safety

* Establish a safe and purposeful environment for pupils, rooted in mutual respect to ensure all pupils can safely enjoy lunchtime.
* Maintain good relationships with pupils, exercise appropriate authority, act decisively when necessary and seek support when required.
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
* Have high expectations of behaviour, promoting self-control and independence of all learners.
* Be responsible for promoting the safeguarding and welfare of pupils within the school, raising any concerns following school protocol/procedures.
* To take personal responsibility for their own and their colleagues’ safety and health, being aware of potential hazards and acting to ensure of elimination, management or avoidance.

## Team working and collaboration

* Participate in any relevant professional development opportunities at the school, which relate to organisation of the school.
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

## Fulfil wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships.
* Communicate and co-operate with relevant internal bodies.
* Make a positive contribution to the wider life and ethos of the school.

**Other**

* To have professional regard for the ethos, policies and practices of the school in which you work and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the Headteacher

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change if your contract changes or as the organisation of the school is changed. Changes will not take place without consultation.