

Job Description

Job title: Lunchtime Supervisor
Reports to: Cover Manager
Location: The Leigh UTC and Inspiration Academy

Principal duties and responsibilities:

- The applicant will be expected to manage a specific area of the Academy during lunchtimes which consists of four 30 minute College sessions.
- You will ensure that students move to and from the Restaurant at the correct start and finish times in a calm and orderly manner.
- You will ensure that pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain the safety and wellbeing of all pupils
- You will be expected to ensure that students comply with standards and expectations as outlined in your training.
- You may be required to assist in other duties when required.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.