

Job Title: Lunchtime Supervisor

Salary: Grade B Point 3 £12.85 per hour

Responsible to: Senior Lunchtime Supervisor

Purpose:

To provide a supervisory service for students over the school's lunch period and to assist in the preparation and clearing of the dining area as required.

MAIN DUTIES:

- To assist in the preparation of the dining areas for lunchtime and to assist in clearing the areas after the lunch period.
- Supervision of pupils and students over the lunch period in the dining areas and around the school.
- Deliver first aid and complete all necessary records in line with the school's policy and procedure
- To be on patrol as soon as pupils/students are released from lessons.
- To remain on duty whilst pupils/students return to their afternoon session. To maintain supervision until all pupils/students have returned to lessons.
- To supervise and support pupils/students in the dining areas ensuring orderly access to food and that good and appropriate behaviour is maintained.
- Report any concerns regarding safeguarding and welfare to the Head of Year, Phase Leaders, Class teacher or Administrators.
- Act independently and patrol separately from other lunchtime supervisors
- Deal with any incident or inappropriate behaviour immediately getting assistance from a senior member of staff.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- In adverse weather conditions, supervisors should ensure that the appropriate rooms are occupied by pupils and students.
- Attend team meetings and staff meetings as required.

All staff of Kings Priory School should:

1. Promote and support the distinctive Christian character of the School as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Contribute to the whole professional life of the School which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities.