

Senior Lunchtime Supervisor

Job Description

Grade: GR2

1. Job Purpose

- 1.1 To assist the Senior Leadership Team by leading a team of Lunchtime Supervisors in securing the safety and welfare of pupils during the midday break. This involves the effective supervision of Lunchtime Supervisors

2. Key Responsibilities

- 2.1 To implement the agreed vision and aims of the school
- 2.2 To set an example of personal integrity and professionalism
- 2.3 To be an effective team leader
- 2.4 Oversee and manage duty rotas for Lunchtime Supervisors and determine their locations in agreement with the Headteacher
- 2.5 To act as Line Manager for all Lunchtime Supervisors and direct and supervise them in accordance with school policy
- 2.6 To follow all agreed school policies and procedures
- 2.7 To be responsible for ensuring that all paperwork in relation to payment of wages is in order and that timesheets are signed
- 2.8 To be responsible for first stage discipline of Lunchtime Supervisors
- 2.9 To ensure that pupils are supervised in the playground or classrooms according to the weather
- 2.10 To ensure that adequate first aid treatment is available throughout the lunch period for both pupils and Lunchtime Supervisors
- 2.11 To take appropriate action, in accordance with school policy, in the event of behaviour issues during the lunch period
- 2.12 To ensure that all tables are correctly laid at the start of each sitting

- 2.13 To ensure that pupils are in the dining hall at the required time for their lunch
- 2.14 To assist the Headteacher in the recruitment of Lunchtime Supervisors
- 2.15 To ensure that all spillages are mopped up as they occur within the dining rooms
- 2.16 To ensure that pupils are escorted to and from the dining hall to their classrooms at all times
- 2.17 To undertake as appropriate duties as described in Lunchtime Supervisor job description
- 2.18 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.
- 2.19 To ensure all tasks are carried out with due regard to Health and Safety
- 2.20 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.21 To adhere to the ethos of the school
 - 2.21.1 To promote the agreed vision and aims of the school
 - 2.21.2 To set an example of personal integrity and professionalism
 - 2.21.3 Attendance at appropriate staff meetings and parents evenings
- 2.22 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title: _____
- 3.2 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - ~~3. Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
