Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lunchtime Supervisor</th>
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<tbody>
<tr>
<td>Reference:</td>
<td>X</td>
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<tr>
<td>Reports to:</td>
<td>Head of Learning, Wellbeing &amp; Engagement Lower School</td>
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<tr>
<td>Responsible for:</td>
<td>No line management</td>
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<tr>
<td>Salary range:</td>
<td>£10.42 per hour</td>
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<tr>
<td>Contract:</td>
<td>10 hours a week</td>
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**Main purpose of the role:** To undertake duties in support of the Lower School to ensure effective supervision of students during their lunch break.

**Main duties:**

1. To be responsible for the supervision of students during the lunchtime period
2. To supervise designated areas during lunchtime in order to make lunchtime discipline as efficient as possible.
3. To deal with incidents and issue as appropriate.
4. To report serious incidents to Head or Pastoral Support Teams.
5. At the end of lunchtime, to assist and monitor the orderly dismissal of students as they return to classrooms.
6. To direct students to put litter in the bins provided.
7. To actively encourage and support students in looking after the school and its environment.
8. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.

**Essential**

- Experience of working in a school or in other child related roles.

**Desirable**

- Positive behaviour strategy knowledge
- Have experience of implementing a variety of de-escalation strategies in challenging situations involving young people.
- Experience of supporting pupils/students of differing abilities and backgrounds
| Skills | • Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils  
  • Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.  
  • Demonstrable ability to communicate effectively in both oral and written form  
  • Creative and innovative.  
  • Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.  
  • Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents. |
|---|---|
| Qualities | • Able to confidently liaise with senior colleagues including in formal settings.  
  • Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.  
  • Personal and professional authority and resilience.  
  • Empathetic, tactful and diplomatic.  
  • Solution focused, working collaboratively and collegially with colleagues and stakeholders.  
  • Excellent inter-personal skills. |