



HECKMONDWIKE GRAMMAR SCHOOL

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JOB DESCRIPTION

JOB TITLE: Lunchtime Supervisor

SALARY GRADE: £10.60 per hour

WORKING HOURS: 6 ½ hours per week term time only
12.10pm to 1.25pm (11.55am to 1.25pm Tuesday)

RESPONSIBLE TO: Lead Lunchtime Supervisor

1. MAIN DUTIES

The monitoring and supervision of pupils of the School during the lunchtime period to ensure their safety and well-being. To assist with securing the safety, welfare and good conduct of pupils.

1. To supervise pupils in a designated area or areas of the school premises/grounds by making regular tours of the area designated.
2. To ensure that School rules are not broken and the School's behaviour code is respected.
3. To prevent any horseplay or bullying. Particular attention should be paid to the safeguarding of younger children in this respect.
4. To report to the Lead Lunchtime Supervisor, relevant Head of Key Stage, Senior SLT on duty or the Head Teacher any breach of rules or conduct or event which you feel may affect the safety and well-being of the pupils or cause damage to school premises.
5. To supervise children eating their meal on school premises and ensure eating only takes place in designated areas.
6. To supervise queues waiting to enter the dining room or other catering outlets.
7. To assist with any clearing up of dining/eating areas as required.
8. To support with the general movement around the building, in particular sweeping the areas at the end of lunchtime to ensure a prompt return to classes for the afternoon session.

9. Within the parameters of school practices and procedures, to assist as appropriate to ensure Health and Safety is maintained.
10. To undertake safeguarding training in line with school requirements and to follow school procedures with regard to reporting concerns around safeguarding and child protection.
11. Remove rubbish and litter from all areas

2. GENERAL DUTIES

1. To take reasonable care of health and safety of self, other persons and resources whilst at work.
2. To co-operate with the Senior Leadership of the School as far as is necessary to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed e.g. operated safe working practices.
3. In all tasks undertaken, to try to promote a positive and efficient and courteous image for the School.
4. To undertake any training deemed appropriate to carry out the role effectively or to develop professional skills and attributes beneficial to the individual and/or school.
5. To complete any alternative tasks at the direction of the Lead Lunchtime Supervisor or member of the Senior Leadership Team when required within normal working hours.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



Person Specification: Lunchtime Supervisor

E = Essential D = Desirable

1	Aptitudes		Evidenced by
1.1	To communicate effectively with all staff, students and visitors	E	A, I, R
1.2	To be able to relate to young people between the ages of 11 to 18	E	A, I, R
1.3	To be enthusiastic and have a positive attitude	E	A, I, R
1.4	To have the ability to work well within a team	E	A, I, R
1.5	To be able to remain calm under pressure	E	A, I, R
1.6	To take initiative and work independently	E	A, I, R
1.7	To be able to apply school behaviour management policy with confidence and consistency	E	I, R
2	Characteristics		
2.1	Open, honest and approachable	E	A, I, R
2.2	Willingness to be flexible in order to meet the needs of the school	E	I, R
2.3	Self-motivated and hard working	E	A, I, R
2.4	Sense of optimism	E	I, R
2.5	Professional approach	E	A, I, R
2.6	High levels of integrity	E	A, I, R
3	Qualifications and Experience		
3.1	Previous experience in a similar role	D	A, I
3.2	Experience of working within an educational setting	D	A, I
3.3	Relevant first aid certificate	D	A, I

A = Application Form

I = Interview

R = References