

Job Title	:	Lunchtime Supervisor
FTE	:	0.40625 FTE (Five days per week, 11.30am - 2.45pm)
Department	:	Senior & Junior Schools
Date	:	September 2026

Safeguarding

The British School of Amsterdam is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and other safeguarding checks including background checks overseas (where appropriate).

Diversity, Equity and Inclusion (DEI)

The British School of Amsterdam is committed to a culture of diversity, equity, and inclusion. We believe that a diverse staff body reflects and supports the diversity of our pupils and wider society and leads to a cognitive diversity which promotes excellence in all areas.

Organisation Context

Direct Reports

None

Line Manager

Deputy Head, Pastoral (Senior School)

Purpose of the Job

To assist Senior & Junior School staff during the specified lunch period (11.30am - 2.45pm). To provide high quality support and supervision to the students under guidance of a teacher or team members. To maintain a safe, secure and caring environment for students.

Vision

Forward looking, forward thinking. The best that British international education can offer. A thriving school community which nurtures, inspires and empowers everyone to be the very best they can be.

Roles and Responsibilities

- Daily support is provided during lunch breaks when students need supervision
- Support with ensuring students leave the lunch area in a tidy condition - mopping accidental spillages from tables and floors, and ensuring students clear their space before moving on
- Promote positive behaviour and support students' personal, social and emotional development
- For Junior pupils, support with the promotion of positive play and respectful interactions in the dining hall/outside
- Ensure the outdoor spaces are a safe environment for students, that equipment is safe, standards of hygiene are high, and safety procedures are always implemented
- Liaise with key staff members if any incidents or concerns need to be followed up
- Provide support and assistance to the staff in the day-to-day operating environment of the spaces used at lunchtime

- Perform any other reasonable duties prescribed by the leadership team of the school
- Adhere to the school's policies & procedures including the expectation to maintain confidentiality
- Comply with Health & Safety regulations
- Comply with the school's requirements for the storage and security of pupil records
- Take responsibility for promoting and safeguarding the welfare of students
- Attend meetings and other staff development and INSET training as per the staff code of conduct (with part time staff arrangements for INSET training, as necessary)
- Keep up to date with school information e.g. bulletins, minutes of meetings

What you are not expected to do:

This is a support role and not a teaching position. You will not assume the duties of a Teacher nor take responsibility for the quality of the teaching and learning.

This job description provides a summary of the expected roles and responsibilities of the post holder. These responsibilities are not an exhaustive list. The post holder will be required to be a champion for innovation and continuous improvement and, with it, demonstrate a flexible approach to their role.

PERSON SPECIFICATION

Preferred Experience

- Experience working with school-age students in a professional or educational capacity
- Experience working in school environment
- Experience working in an international school (advantageous)

Skills, Knowledge and Abilities

- Good English and communication skills
- Good-humoured, with a warm, calm and friendly manner
- Enjoys working with children
- Enjoys working in a team
- Flexible and adaptable work style