

# Edgbarrow School



## Job Description

<b>Job Title:</b>	<b>Lunchtime Supervisor</b>
<b>Notice Period:</b>	<b>One Month</b>
<b>Hours of Work</b>	<b>5 hours per week: Monday – Friday 1.25 – 2.25pm</b> Term Time Only except occasional days/weeks where the timetable changes
<b>Reports To:</b>	<b>Assistant Headteacher</b>
<b>Job Purpose:</b>	<b>To supervise during the lunch hour to maintain the health, safety and welfare of all pupils and supporting the smooth operation of the lunch service</b>

### Main Duties & Responsibilities

1. Prepare the hall before lunch by setting out chairs and tables
2. Clear away the tables and chairs after lunch
3. Patrol a designated area of the school (inside and outside) ensuring the health, safety and welfare of all pupils
4. Follow the Edgbarrow School Lunchtime Supervisors agreed Code of Conduct
  - Lunchtime Supervisors must treat pupils with respect
  - Lunchtime Supervisors may on occasion need to speak firmly to pupils but should not shout unless an individual is in danger
  - Lunchtime Supervisors should seek to understand that pupils enjoy a social time at lunch and where possible should allow pupils to talk to or wait for their friends
  - Lunchtime Supervisors should ensure pupils who appear to be isolated, vulnerable or unhappy are supported. Concerns regarding an individual pupil must be reported to a Senior Member of Staff
  - Lunchtime Supervisors must not have physical contact with pupils
  - Lunchtime Supervisors must allow all pupils full access to the toilets at all times
  - Lunchtime Supervisors must be vigilant in immediately reporting to a Member of Staff any incidents e.g.
    - i. Bullying
    - ii. Fighting
5. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
6. To carry out tasks as reasonably required by the Headteacher

### Scope of Job (Budgetary/Resource control, Impact)

The post holder is line managed by the Assistant Headteacher with responsibility for pastoral care