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**TITLE:** Lunchtime Supervisor - 14-16 Provision

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**GRADE:** Scale 4

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**RESPONSIBLE TO:** 14-16 Senior Curriculum Manager

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**PURPOSE OF JOB:**

- To ensure the safety, general welfare and conduct of learners during the lunchtime break period.
- To de-escalate situations using a calm approach.

**MAIN TASKS AND RESPONSIBILITIES:**

**1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the quality assurance systems;
- 1.7 To participate in College-wide projects and tasks;
- 1.8 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the College

## **2. Particular to the Post:**

- 2.1 To supervise learners in designated areas of the campus during the lunchtime break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- 2.2 To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- 2.3 To supervise the movement of learners to and from dining areas and different parts of the building.
- 2.4 To maintain good order in dining areas.
- 2.5 To assist learners, where necessary, with the collection of food and return of trays, or other items to the service counter.
- 2.6 To take any immediate action to attend to sickness or accidents by summoning relevant assistance.
- 2.7 To report any safeguarding concerns to designated members of staff.
- 2.8 To complete any documentation required by New City College in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

## **3. Person Specification:**

- 3.1 No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and learners, and a sensitivity to learners' personal needs is important.
- 3.2 The postholder will be expected to work with limited supervision to an established work pattern. There will be support available from the SCM and/or other designated member(s) of staff.
- 3.3 Regular meetings will be arranged for briefing and/or feedback on relevant school or individual learner matters.
- 3.4 To work as a co-operative member of a team of supervisory assistants, liaising as necessary with other NCC staff.
- 3.5 Vigilance in supervising the movement and conduct of learners, intervening, as appropriate, to establish safe and proper behaviour.
- 3.10 Awareness of Health and Safety issues in the care and supervision of pupils
- 3.11 Awareness of Safeguarding issues in the care and supervision of learners
- 3.12 An understanding and commitment to equal opportunities and practical ideas for their implementation.

This job description will be reviewed annually to ensure that it is an accurate description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.