

Lunchtime Supervisors
Job Specification

6.67 hours per week term time only 12.40 pm – 14.00 pm

All appointments involving working with young people are subject to statutory pre employment checks.

Responsible to the Principal Lunchtime Supervisor.

Overall Responsibility

Duties will be under the direction of the Principal Lunchtime Supervisor and will include:

- Supporting students at lunchtime.
- Be flexible and reliable and sympathetic to the needs of young people.
- Demonstrate a good standard of interpersonal skills and enjoy working with and relate well to young people.
- Must be prepared to work outdoors in all weathers.
- Be aware of Health and Safety, Data Protection, and Safeguarding.

Key attributes:

- Reliability and ability to follow instructions.
- Hard working, and flexible.
- Work as part of a team and in accordance with elements of the code of conduct that is appropriate for the role, the individuals you work with and the work you undertake.
- Supervise students eating lunches and monitoring areas inside and outside the College.
- Report any incidents to the senior member of staff on duty or the Principal Lunchtime Supervisor
- You may be expected to attend training for your own professional development
- Be available for brief meetings with the supervisor before and after the shift.

- Report any absences to the Supervisor.
- As part of your CPD be available to undertake courses when required eg. Health and Safety.
- Undertake any reasonable request regarding duties as directed by the Principal Lunchtime Supervisor, Line manager or member of the Senior Leadership Team.

This post is term time only and all appointments and holidays must be made outside of working hours. Exceptional circumstances will be at the discretion of the Head teacher.

This College is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.