

## **Job Description**

**Job Title:** Lunchtime Supervisor

**Employee's name:** Ercall Wood Academy

### **Generic Information**

In your position as Lunchtime Supervisor you will be working in our school under the guidance and instruction of the Senior Lunchtime Supervisor. Your role is to supervise students during the lunchtime period and ensure that the protection, safety, welfare and good conduct of students is at all times promoted and protected.

### **Responsibilities**

- To ensure that all pupils are under supervision at all times.
- To respond calmly, quickly and appropriately to accidents.
- To promote a safe and caring environment and be alert to potential dangers.
- To give students support and deal with problems calmly and quietly.
- To be aware of and comply to all school policies and procedures
- To inform the Senior Supervisor of any issues concerning students' safety, welfare and behaviour.
- To ensure that all lunchtime systems run smoothly and effectively.
- To be confidential about all school matters.
- To act in the best interests of students at all times.
- To work co-operatively with other members of staff.
- To undertake training and other learning activities and performance development as required.
- To undertake any task which the Head teacher deems reasonable and appropriate.

### **Main Duties**

Daily duties will vary but are likely to include:

- Supervising students on the playground, field, and in the dining hall.
- Supervising the students at the end of lunch break to ensure an orderly return to class.
- Monitoring the behaviour of individual students.
- Reporting any child protection issues or incidents immediately to the Senior Lunchtime Supervisor.
- Making sure that injured students receive First Aid.