



Title of Post:	Lunchtime Supervisor Job Description
Post Status:	Permanent
Working Year:	Term Time Only (43.62 weeks) 5 hours per week
Salary Scale:	NJC Pay Scale Grade 1 SCP 8
Responsible to:	Site Manager
Notice Period:	1 month

GENERAL INFORMATION

The role of the lunchtime supervisor is to help ensure the orderly conduct, welfare and safety of students during the lunch break as part of the school supervisory team.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- To work under the direction of the Principal Lunchtime Supervisor and carry out duties as directed by them.
- To be in the area identified by the Principal Lunchtime Supervisor on time, for the full duration of the lunch break and remaining vigilant at all times.
- To supervise students in the dining hall, playgrounds and school premises including the toilets and cloakrooms.
- To ensure that students remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a student may be at risk.
- To maintain good standards of behaviour from students on site at lunchtime.
- Assisting the Principal Lunchtime Supervisor with the management of student behaviour in accordance with school policies.
- Assisting in emergency situations such as fire drills and accidents.
- To carry out roles with reference to the Staff 'Code of Conduct'

Signed by: _____
Employee

Date: _____

Signed by: _____
Line Manager

Date: _____