The Priory School Trust

Job Description

**JOB DESCRIPTION**





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| **Title of Post:** | **Lunchtime Supervisor**  |
| **Post Status:** | Fixed Term |
| **Working Year:** | Term Time Only (43.62 weeks) 5 hours per week |
| **Salary Scale:** | NJC Pay Scale Grade 4 SCP 12 |
| **Responsible to:** | Senior Lunchtime Supervisor |
| **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 Senior Lunchtime Supervisor and carry out duties as directed by them.
* To be in the area identified by the Senior 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 Senior 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager