**LUNCHTIME SUPERVISOR**

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| **POST** | **LUNCHTIME SUPERVISOR** |
| **GRADE** | **2A – Scale Point 4**  |

**Line Management**

Support Services Manager

**Core Purpose**

The postholder’s key accountability will be

* to oversee the welfare and good discipline of students during lunchtime
* to carry out duties as directed by the member of senior leadership on duty lunchtime supervisor and as detailed in the duty rota.
* to pay particular attention to health and safety and security issues which may affect student welfare.
* To undertake first aid training and carry out first aid duties.

**Responsibilities specific to the post**

* To supervise students’ use of the toilets, ensuring that only a reasonable number of students is allowed in at any one time.
* To ensure that students are not allowed into the building at lunchtime without an appropriate pass.
* To organise the year group queues for school and packed lunches in accordance with the lunch sitting rota.
* To supervise students’ exit from the building via the North door.
* To supervise students’ return via the Reception door at the end of lunch.
* To ensure that students are in the correct area for the playground for their year group.
* To set out and collect in play equipment.
* To report any incidents of bullying to the senior member of staff on duty.
* To deal with any accidents as necessary, ensuring that the student is seen by a First Aider and the relevant accident forms completed.
* To ensure that there is no drinking or eating in the playground.
* To ensure that classrooms and toilets are cleared at the start of lunchtime, unless a ‘wet lunch’ has been called.
* To supervise students during adverse weather conditions.
* To ensure that students are not eating or drinking in classrooms.
* To ensure that students are in the correct review room.
* To attend all necessary and any relevant training.
* To maintain an ethos of high expectations in relation to students’ behaviour.

*Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.*

* To support the school in meeting its safeguarding responsibilities.
* To support the overall welfare and good discipline of students.
* To lead by example and embody the school’s values for students, staff, governors and parents.
* To act at all times as an ambassador for the school in a manner which upholds its values and ethos.
* To carry out other duties as may be commensurate with the grade and nature of the post.

**King Edward VI Academy Trust in Birmingham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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* **To support the overall welfare and good discipline of students**
* **To lead by example and embody the school’s values for students, staff, governors and parents**
* **To act at all times as an ambassador for the school in a manner which upholds its values and ethos**
* **To participate in the school’s arrangements for performance management and CPD**
* **To carry out other duties as may be commensurate with the grade and nature of the post.**