



KING EDWARD VI SCHOOL

JOB DESCRIPTION

Lunchtime Supervisor

Salary	Grade 2 SCP 4
Hours	1 hour 15 minutes per day
Responsible to	Business Manager and daily Duty Lead
Purpose of the role	To support and supervise students during the lunchtime period

Key Duties/Responsibilities:

- Ensure safety of students within dedicated duty zone
- Undertake duties as directed by the Duty Lead or other senior staff and in accordance with published guidelines for all duty staff
- Report any safeguarding concerns following school policy
- Uphold school Behaviour policy
- Encourage positive student behaviour
- Encourage correct litter disposal
- Maintain an acceptable standard of conduct
- Communicate with students following school policy/guidance
- Report any first aid/medical issues
- Use of radio appropriately

Expected skills/experience:

- Ability to communicate appropriately with students and staff at all times
- Experience of dealing calmly and positively with any situation whilst following school expectations around behaviour
- Ability to recognise situations as they may occur and the experience of taking action as appropriate

Policy and practice:

To carry out the duties contained within this job description in a professional and supportive manner and to work towards the agreed aims of the school. In the course of their employment, to act with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy.

**PERSON SPECIFICATION
LUNCHTIME SUPERVISOR**

	Essential	Desirable	How assessed
KNOWLEDGE/QUALIFICATIONS			
Good general education,		*	A
EXPERIENCE			
Experience of working in a school		*	A/I/R
Working as part of a team	*		A/I/R
An understanding of challenging behaviour		*	A/I/R
SKILLS			
Excellent communication skills	*		A/I/R
Ability to prioritise, multi-task, show initiative and work to deadlines		*	A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Ability to respect and maintain confidentiality	*		A/I
A commitment to abide by and promote the School's Policies	*		A/I

KEY:

A - Application

R - Reference

I - Interview