



Job Description

Senior Lunchtime Supervisor

Job Title:	Senior Lunchtime Supervisor
Department:	Student Support
Responsible to:	School Business Manager – Line Manager
Responsible for:	Lunchtime supervision team
Salary Grade:	Grade D Point 5 - 6
Contracted Hours/Week:	10 hours per week 12.00pm – 2.00pm Monday to Friday
Contracted Weeks/Year:	38 (Term time only)

Main Job Purpose

To lead and represent the lunchtime supervision team to ensure the team supervises and directs students during the lunchtime break

To ensure students well-being, safety and that orderly behaviour is maintained, during the lunch period from 1.15pm until 1.50pm

To ensure that the areas used by students during the lunch period are left clean and tidy ready for the afternoon teaching session.

To provide lunch time cover in the Academic Reintegration Centre (ARC) supervising students between 12.00pm and 1.00pm

Main Responsibilities:

- To manage the day-to-day organisation of the lunchtime supervision team, ensuring cover for each area of the school and visiting all areas during the lunchtime break.
- To support and motivate the team
- To ensure all new lunchtime supervisors are aware of their duties and receive training in safeguarding and behaviour management
- Meet at least once every half term with the lunchtime supervision team
- Meet at least once a term with the School Business Manager and other senior staff as required to ensure effective communication is maintained
- Keep a record of staff absences and inform the School Business Manager
- Enforce the School's Behaviour Management policy, including issuing of strikes in accordance with policy.
- Report unacceptable behaviour to the Student Support team / Leadership Team as necessary
- Report all safeguarding concerns immediately to the safeguarding team either in person or via My Concern
- To undertake any further professional development as required

- To offer appropriate support and guidance on staff welfare issues to your team

ARC

- To provide lunch cover for the ARC Behaviour Support Managers on a daily basis 12.00pm – 1.00pm.
- Demonstrate a clear, calm and consistent approach to sustain a controlled and orderly environment while supervising students
- To maintain clear expectations and boundaries for students

Additional Responsibilities

- To undertake any relevant training and development activities, including induction and annual appraisal
- Attend relevant training as required by the School Business Manager.
- To contribute to the Corfe Hills Way

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____