



## KING EDWARD VI SCHOOL

### JOB DESCRIPTION

#### Lunchtime Supervisor

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

#### 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**

	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b>KNOWLEDGE/QUALIFICATIONS</b>			
Good general education,		*	A
<b>EXPERIENCE</b>			
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
<b>SKILLS</b>			
Excellent communication skills	*		A/I/R
Ability to prioritise, multi-task, show initiative and work to deadlines		*	A/I/R
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
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