

**KING EDWARD VI GRAMMAR SCHOOL
LUNCHTIME SUPERVISOR**

JOB DESCRIPTION	
JOB TITLE: LUNCHTIME SUPERVISOR	
GRADE: KE Grade 3 - £20,433 Fte 0.1663 - £3,398.01	HOURS/WEEKS: 7.5 hours per week (1.5hrs per day) for 38 wks per year
REPORTS TO: Deputy Headteacher	
1.	PURPOSE OF JOB: Under the direction of the Deputy Headteacher to be responsible within agreed policies and procedures for the safety and welfare of pupils on school premises throughout the midday break.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i.	To be responsible for the supervision of children in all areas of the school and during the midday meal and maintaining discipline and a “good atmosphere”.
ii.	Dealing with accidents and problems of discipline and reporting serious incidents to the Deputy Headteacher as soon as possible.
iii.	To assist with the cleaning down of eating areas and setting up for next lunch session.
3.	MANAGEMENT OF PEOPLE
	None
4.	CONTACTS AND RELATIONSHIPS
	Routine contact with staff and pupils within the School, and occasional contact with visitors to school.
5.	CREATIVITY AND INNOVATION
	Little or no opportunity for creativity and innovation but the post holder maybe required to re-schedule work where/when necessary to fit in with the school working day and to meet the needs of the school.
6.	WORK ENVIRONMENT
a.	Work Demands –
	Interruptions are intrinsic to the role but cause no major change to the overall task.
b.	Physical Demands –
	Possibly moving and handling of furniture and cleaning of tables.

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c.	<p>Working Conditions –</p> <p>Subject to a moderate amount of noise that is generally expected when working with a number of children. Work in normal school environment sometimes in school grounds.</p>
d.	<p>Work Context –</p> <p>Regular contact with pupils; the postholder may have limited exposure to abuse/aggression from pupils.</p>
7.	<p>KNOWLEDGE AND SKILLS</p> <p>Experience of active supervision of large numbers of children necessary to ensure conduct and safety of pupils throughout school premises and grounds with other midday supervisory staff.</p>
8.	<p>GENERAL</p>
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>	
<p>The role of Lunchtime Supervisor has been identified as significant and business critical to the day to day running of the school and therefore holidays are not permitted to be taken during term-time. Therefore payment for your annual holiday entitlement is included in your annual salary calculation. However the school's standard procedure for leave of absence will apply. Some additional hours of working (for which overtime would be paid) may be necessary.</p>	
<p>Equal Opportunities - The post holder is required to carry out the duties in accordance with School Equal Opportunities policies.</p>	
<p>Health and Safety - The post holder is required to carry out the duties in accordance with the Schools' Health and Safety policies and procedures.</p>	
<p>Confidentiality - Maintain confidentiality of information in line with policies and procedures. Any breach of confidentiality would automatically instigate disciplinary action in accordance with the school's disciplinary policy</p>	
<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>	