# LunchTIME Supervisor

# JOB DESCRIPTION

**St. Anthony’s Girls’ Catholic Academy.**

**Grade:**

1 Point 3 - £18,562 paid pro-rata.

**Contract:**

Permanent.

6 hours and 40 minutes per week

There is an opportunity, when vacancies occur, to assist with examination invigilation.

**Line Manager:**

Lunchtime Supervisor Lead and the Director of KS3/4.

## **Introduction.**

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the trust deed of the Diocese of Hexham and Newcastle. The school is part of Bishop Chadwick Catholic Education Trust. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the Trust Board under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for support and administration staff.

The Trust Board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and senior staff must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

**The core purpose of the Lunchtime Supervisor is to lead the supervision of pupils Y7-Y11 during lunchtime.**

The school’s objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the trust deed of the Diocese of Hexham and Newcastle.

**The Lunchtime Supervisor has key responsibility for:**

* the supervision of pupils (Y7-11) ensuring good behaviour in and around the school premises during lunchtime
* maintaining high standards of supervision in allocated area and at allocated time
* maintenance of outdoor and indoor areas eg. supervising dining spaces, litter collection etc.

**The main duties/responsibilities:**

• ensuring that pupils line up for lunch in an orderly fashion and supervision of pupils in the lunch queue

• ensuring that staff and pupils are treated with courtesy ie. the avoidance of aggressive language, shouting etc.

• Supervision of pupils in and around dining room areas

* attending to any spillages on tabletops or floors using equipment made available by dining staff
* supervision of pupils while they clear their table, return trays, stack used dishes, deposit used cutlery in the containers provided
* supervise pupils who bring packed lunches and ensure that any spillages are attended to (as above) and rubbish is deposited in containers provided
* supervision of pupils around dining room areas

• supervision of toilet and washroom facilities used by pupils and checking that pupils leave such facilities as they found them;

• supervision of pupils in assigned indoor areas during inclement weather and ensuring that students leave these facilities as they found them

• ensuring that pupils remain in assigned areas in line with school policy

• supervision of the collection of litter in assigned area at the end of lunchtime

• lining up of pupils with Team Leader at the end of lunchtime when outdoor areas are being used

• ensuring pupils are quiet and orderly when prayers are said prior to dismissal

• ensuring a warm welcome to staff, students, and visitors and warning the Director of KS3/4 and Premises/Tech. Team if there are any issues relating to health and safety or security;

• to manage, and report as required, to the Supervisor any incidents where

* pupils have acted in a manner deemed dangerous to themselves or others
* pupils have acted in an inconsiderate or discourteous manner to others
* pupils have disobeyed school rules

**General:**

* comply with all academy and Trust policies and procedures (all policies are available on the academy website);
* participate in the academy’s performance management scheme, ensuring that performance standards and targets are set and met within the agreed time-scale;
* contribute to the overall ethos/work/aims of the Academy and the Trust;
* recognise own strengths and areas of expertise and use these to advise and support others;
* ensure personal professional development and self-reflection;
* provide support/reports to the senior management team and Governing Body, as requested;
* adhere to all academy policies and deliver the professional standards relevant to their role;
* comply with any reasonable request from a manager to undertake work of a similar level to that which is not specified in this job description;
* be courteous to colleagues and provide a welcoming environment for visitors and callers.

The academy and Trust will endeavour to

* make reasonable adjustment to the job and working environment to enable access for disabled staff and applicants or continued employment to anyone who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date……………………………………………………

Signed (member of staff) …………………………………………….

Headteacher………………………………………………….