



Christ the King College

JOB DESCRIPTION

Post Title	Lunchtime Supervisor
Salary Scale / Grade	£20 per session
Hours/Weeks Per Year	Currently from 12.30 to 14.30 Term-time only
Responsible to	Duty Team/ Premises & Facilities Manager

Purpose

- To supervise and secure the safety and welfare of students during the lunch break.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people

Tasks

1. Promoting positive behaviour and acting as a role model.
2. Monitor the movement and behaviour of students to maintain good order and to ensure their health, safety and welfare.
3. Reporting significant incidents over the lunch period.
4. Patrol the playground areas, pathways, inside the college Halls, corridors and classrooms to ensure that college rules are being obeyed and that the students' play is safe. During wet breaks, closely supervise students in designated areas.
5. Signal the end of break in the playground by blowing a whistle and ensuring that the students return safely to their classrooms in time for lessons.
6. Assist with the collection of litter and to assist with the clearing of food from tables and floors in dining areas as required

Other responsibilities:

- To follow and support college policies reflecting the college's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the college's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the college's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Headteacher.



Christ the King College

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	Essential	Desirable	How Tested A – Application I – Interview T - Test
GCSEs in English and Mathematics or equivalent		✓	A
First aid certificate		✓	A
EXPERIENCE			
Basic experience of working with or caring for children in group setting of relevant school age		✓	A, I
Experience of working in an educational setting		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Understanding and experience of the main safeguarding principles		✓	
Understanding of the basic principles of Health & Safety		✓	
SKILLS AND ABILITIES			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Ability to deal with difficult or challenging situations and to create a calm and safe environment for students	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		A, I
Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Work constructively as part of a team, understanding staff roles and responsibilities and your own position within these	✓		A, I
PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all, acting as role model to students	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition.	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge		✓	I