

Job Description

School Name:	Range High School
Job Title:	Lunchtime Supervisor
Reports To:	Senior Lunchtime Supervisor
Role Summary: <ul style="list-style-type: none">➤ To support and contribute towards the smooth, efficient and safe running of the school by providing supervision for all pupils on the school premises during the lunch time period.	
Key Tasks and Activities: <ul style="list-style-type: none">➤ Supervise of all pupils in the area in which they eat their lunch.➤ Assist and supervise the clearing away and tidying of the school's eating areas.➤ Supervise pupils during lunch being especially vigilant as to the health, safety and security of the students within their care and in accordance with the school's behaviour policy.➤ Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate with incidents of disorder ensuring that any disruption is minimised.➤ Report any incidents of concern to a member of the school's Leadership Team.➤ Attend courses/training sessions in order to support individual professional development and the development of the school.➤ Carry out any other duties commensurate with the grade and scale of the post	
Key Skills and Competencies: <ul style="list-style-type: none">➤ Confidence in dealing with young people, maintaining discipline and motivation.➤ Ability to relate well to pupils and adults.➤ Work constructively as part of a team.➤ Experience of working with or caring for pupils of relevant age.	

Prepared by:

Mrs S Donbavand
Operations Director

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