



# Quarrydale Academy

## Job Description

### 1. Title of Post

Lunchtime Supervisor

### 2. Name of Employee

### 3. Salary

Grade 1, scp 8

£16,626 per annum. Pro rata for 5.4 hours per week and term time only (38 weeks)

The Academy is a 'Living Wage' Employer (currently £9.00 per hour).

### 4. Accountable and Responsible To:

Responsible to the Head Teacher through the Academy's Line Management (see staff handbook)

### 5. Main Purpose of the Job

Assisting the Headteacher in securing the safety and welfare of pupils during the lunchtime break. This will involve effective supervision of pupils around the Academy premises working within a team of Lunchtime Supervisors

### 6. Responsible for the Following Key Tasks:

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

#### Key duties and responsibilities:

1. Supervise pupils in the dining hall, on the school field and within year bases
2. Control queues to the dining areas
3. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
4. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary.
5. Supervise return of used trays, crockery and cutlery by the children.
6. Ensure that tables are left clean for the next occupant.

7. Ensure dining areas are left clean and tidy
8. Assist as required to relieve any 'bottle neck' within the dining area and to allow safe movement amongst the children within the area covered.
9. Ensure acceptable standards of behaviour are maintained
10. Minimise the likelihood of children hurting themselves, others or damaging property
11. Supervising pupils in classrooms, year bases and other areas of pupil congregation, including the school field.
12. Liaise with the Kitchen Manager to provide a smooth dining room service.
13. Deal with children's behaviour and report persistent unruly behaviour and any serious incidents to the Head Teacher or senior member of staff
14. Deal with accidents and report, on the form provided, and notify the Head Teacher in cases of illness and accidents as soon as possible that day.
15. Where required, to assist with the collection of dinner money

**All staff:**

1. Be aware of and comply with the Academy policy and procedures.
2. Comply with the requirements of Data Protection and other legislation specifically relating to personal records.
3. Contribute towards the priorities identified in Academy Improvement Plan and the overall ethos/aims of the Academy.
4. Comply with relevant improvement processes to support the continuous development of staff and Academy.
5. To participate in appropriate staff meetings and training sessions where required, as identified by the Headteacher.
6. Seek win-win solutions.
7. Be a positive voice for the Academy in the community.
8. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

**Health and Safety:**

9. Comply with all statutory requirements in relation to Health & Safety and be aware and comply with the Academy's Health & Safety policy.
10. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
11. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

### **Continuing Professional Learning:**

12. Actively engage and seek opportunities to improve own professional learning.

13. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

### **7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 November 2018. The contents have been agreed in consultation with the post-holder/s and the Academy.