



# KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

## JOB DESCRIPTION – LUNCHTIME SUPERVISOR

<b>Job Title:</b> Lunchtime Supervisor	<b>Hours:</b> 9.25 hours per week, term time only
<b>Reports to:</b> Assistant Head	<b>Salary Scale:</b> NJC Scale Point 3 Pro rata (Actual salary £5,255.17 per annum)
<b>Start Date:</b> September 2026	<b>Contract:</b> Permanent
<b>Purpose of Job:</b> To support the Assistant Head-Duties and other teaching staff in maintaining good behaviour around the School site at lunchtime including: <ol style="list-style-type: none"><li>1. Supervision of students on the playgrounds (Quad &amp; Spender) and, when requested, around the School's premises</li><li>2. Supervision of students in the Dining Hall</li></ol>	
<b>Scope of the Lunchtime Supervisor Role:</b> <b>Primary Role:</b> <ul style="list-style-type: none"><li>• Direction of students in the playground (Quad) and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary</li><li>• Preventing any dangerous/potentially dangerous activities that may occur by intervention or calling for assistance, reporting incidents to Assistant Head – Duties where necessary</li></ul> <b>Additional Roles:</b> <ul style="list-style-type: none"><li>• Organising the queue and movement of students to and from the Dining Hall, ensuring good behaviour and a calm atmosphere</li><li>• Sharing responsibility with other Lunchtime Supervisors, PE Staff and/or other teachers for the maintenance of order and discipline in the Dining Hall area</li><li>• Ensuring students tidy/clear up the Dining Hall in a satisfactory manner</li><li>• Cleaning up spillages when food is spilt or dropped where such spillages occur</li><li>• Being observant of any strangers and report any suspicious activity to the Assistant Head - Duties</li><li>• To have due regard for safeguarding and promoting the welfare of students and to follow the School's Safeguarding Policy</li></ul>	
King Edward VI School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.	