

# Glebe School

## Break & Lunchtime Supervisor

### Job Description – Spring 2024

**NJC Scale 3 £26,634 - £27,438 FTE (actual starting salary £11,136.00)**

**17.5 hours a week (10.15am - 1.45pm)**

**39 weeks a year (worked over 38 weeks)**

*An ambitious, inspirational trust, providing outstanding learning and support*

<b>Job Purpose</b>	To work under the instruction of senior staff, to support students across break time with toast making and at lunchtime in our canteen. Ensure that all students feel safe and to promote high behaviour expectations to ensure a safe and enjoyable lunch time. Working with the admin team on a daily basis to streamline the administration of school lunches.
<b>Key Responsibilities and Duties</b>	<p><b>Supporting Students</b></p> <ul style="list-style-type: none"> <li>• To supervise students with making toast during the morning break.</li> <li>• To supervise in the canteen throughout the lunch period.</li> <li>• To assist pupils who may require help getting their food, finding a place to sit and eat their food in a comfortable, clean and friendly environment</li> <li>• Establish good relationships with students, acting as a role model.</li> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</li> <li>• To understand and familiarise yourself with any special dietary requirements for individual students</li> <li>• Supporting the wider school team</li> <li>• To liaise with the admin team and become familiar with the students who choose the option of a school lunch; alerting the relevant staff of discrepancies</li> <li>• To work alongside the catering team to create a welcoming dining environment in the canteen area.</li> <li>• With other staff, deal with incidents of anti-social behaviour and report concerns where necessary via CPOMS or other reporting means at Glebe School</li> <li>• To ensure that health and safety procedures are followed, including reporting any hazards to the Premises Team and referring accidents or injuries to the designated First Aiders</li> </ul> <p><b>Supporting the School</b></p> <ul style="list-style-type: none"> <li>• Awareness of the school’s educational and behavioural policies for developing students.</li> <li>• Assist with the supervision of students while out of lesson times.</li> </ul>

	<ul style="list-style-type: none"><li>• Attend meetings and discussions which contribute to the overall ethos/work/aims of the school.</li><li>• Adhere to the Staff Code of Conduct, dress code and other policies relating to staff.</li><li>• Demonstrate a record of excellent attendance and punctuality.</li><li>• Be aware of and comply with policies and procedures relating to safeguarding, health &amp; safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed.</li><li>• Demonstrate suitability to work with children.</li><li>• Be aware of, and support diversity ensuring all students have equal access to opportunities to learn and develop.</li><li>• Appreciate and support the work of other professionals.</li><li>• Participate in training and other learning activities and performance development as required.</li><li>• Participate in the school's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.</li><li>• Any other duties as reasonably requested by the Head Teacher.</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• <b>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act.</b></li></ul>