



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	Lunchtime Supervisor – Oakway Academy
Post Holder:	
Responsible to:	Business Manager
Pay scale:	NJC Scale Point 2 to 3
Hours:	10 hours per week, 38 weeks per year (term time only) 11.30am to 1.30pm, Monday to Friday

Job Purpose

To supervise and assist children during lunchtime to ensure a safe and positive learning environment is maintained.

To ensure all children behave in an appropriate manner.

Main Duties and Tasks

- Setting up and clearing away tables and chairs.
- Supervise children whilst they eat their lunch.
- Ensure children behave in an appropriate manner and adhere to school rules.
- Address any misbehaviour in accordance with school policies and procedures.
- Supervise the children whilst they play, ensuring that they are occupied, inclusive and engaged in appropriate activities.
- Deal with minor first aid incidents and ensure the safety of children at all times.

General

- The post holder must be physically capable of working inside and outside in all weather conditions and seasons.
- Responsibility for safeguarding and promoting the welfare of children at the Academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Principal commensurate with the pay and grade of the Post.

Signed by Postholder

Date
