



Norbury High School for Girls

Lunchtime supervisor

Days of the week: Monday to Friday during term time, with the exception of INSET Days and early closures.

Timings: 13.05 to 14.20pm, with the expectation of being on duty from 13.15 to 14.15pm –prior to the girls leaving lessons. The first 10 minutes allow for time to collect hi-vis jacket and whistle, which must be worn throughout the duty and arrive at designated area. Last 10 minutes all supervisors should help in the Hall and Dining Hall.

General points: With the support of the SLT/ELT team supervise the students in the eating areas, on the playground and other outside spaces, in school buildings.

Ensure students follow behaviour expectations.

Ensure no food is consumed outside, and that students use the litter bins for all rubbish.

Deal with minor incidents, instances of serious misbehaviour must be reported immediately to SLT/ELT on duty.

Cleaning duties eg wiping tables, sweeping floors, emptying bins, wiping door handles and push panels in to ensure that the dining areas are cleaned to a high standard and in line with PHE COVID guidelines

It is important to have a sympathetic understanding of children together with the ability to be firm, fair and persistent. Ensuring that students are safe and not causing damage is the overriding factor.

Specific roles: Each supervisor has specific duties linked to their allocated duty area (see over) . These will be rotated according to need.

Any other reasonable request as directed by SLT/ELT.

This role involves regulated activity with children and is key to safeguarding the students during lunchtimes when other staff might not be present. Safeguarding training will be provided.