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**LITTLE HEATH SCHOOL**

Reading, Berkshire

**Specialist Science and Mathematics College;**

**High Performing Secondary School**

**JOB DESCRIPTION:**

**Job Title:** Student Lunchtime Supervisor

**Report to:** Duties Manager

**Job Purpose:** Student Lunchtime Supervisor will:

* Promote good behaviour among school students during the lunchtime break

**Specific responsibilities of the post:**

Working under the general guidance of your Line Manager (Duties and Rotas):

1. To ensure that students on a Dry Weather Day: All students are outside. To be confident and proactive in directing students to leave a room/corridor and leave the building .To patrol the outside area and to ensure that students behave and conduct themselves in a sensible manner. To be proactive in directing students to pick up their litter and to direct students to the field area for all ball games. To be proactive in checking Toilets (same sex) if in their duty area as students are allowed to use Toilets in ‘English’ Block ‘Modern Lang.’ Block and ‘Science ‘ Block .To report any damage and misuse of the facilities as well as any students behaving in an inappropriate manner and to contact member of staff or Front reception. To record information about incident/behaviour on Referral Form. Referral form to be handed in to Line Manager.
2. To ensure that students on a Wet Weather day: All students are allowed to sit in their form room. In form room, to oversee students and to make sure that all litter is put in bins and the room is left tidy for the next class. To be proactive in checking Toilets (same sex)if in their duty area as students are allowed to use Toilets in ‘English’ Block ‘Modern Lang.’ Block and ‘Science ‘ Block .To report any damage and misuse of the facilities as well as any students behaving in an inappropriate manner and to contact member of staff or Front reception. To record information about incident/behaviour on Referral Form. Referral form to be handed in to Line Manager. To patrol outside area and to ensure that students behave and conduct themselves in a sensible manner if there are any students outside in their duty area.
3. To encourage students to use their form rooms (or appropriate parts of the grounds) in a constructive manner.
4. To warn, encourage and advise students as to the limits of acceptable behaviour, summoning additional help from teachers/support staff if necessary.
5. To be aware of the relevant procedures to be followed in the event of an accident or dangerous occurrence, and to follow these procedures by securing students safety reporting any hazards, and obtaining First Aid if necessary.
6. To have a working knowledge of the School Rules and Code of Conduct.
7. To be confident and self assured, reliable with good social, organisational and communication skills.