



LUNCHTIME SUPERVISOR

INVICTA GRAMMAR SCHOOL

JOB DESCRIPTION	
Job Title	Lunchtime Supervisor
Grade	VIAT Living Wage (£24,791 FTE), Actual Annual Salary £4,192.95
School / Department	Support Staff
Base	Invicta Grammar School
Hours	Term-time only working from 1.15pm-2.45pm Monday – Friday. During examination periods and other occasional days throughout the year, the hours will move to 12.15pm-1.45pm when lunchtime is moved forward by an hour.
Reports to	Office Manager
Accountable to	Head of School

Job Summary

The Lunchtime Supervisors will ensure the safety, welfare and positive conduct of students during the lunchtime period. They will contribute to a calm, respectful and inclusive school environment.

Key Responsibilities

- Supervise students during lunchtime in designated areas of the dining hall and the approaching corridors.
- Promote positive behaviour in line with Invicta’s Behaviour Policy.
- Encourage respectful interactions and help resolve minor disagreements calmly and fairly.
- Support student’s wellbeing and ensure they feel safe and included.
- Be vigilant at all times and respond appropriately to incidents or concerns.
- Report safeguarding concerns, accidents or incidents promptly and accurately.
- Support the smooth movement of students to and from lunch areas.
- Communicate effectively with teaching staff, pastoral staff and the school office.

Person Specification

To excel in this role, you should possess the following qualities:

- A calm, approachable and responsible manner.
- Ability to work well with secondary-age students.
- Good communication skills and the ability to set clear boundaries.
- Reliability and punctuality.
- Commitment to safeguarding and promoting the welfare of young people.

If you meet these qualities and are interested in these posts, we would be delighted to hear from you.

Safeguarding

As a VIAT employee, you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment, you may be required to undertake various other duties as may reasonably be required.

An enhanced DBS check will also be undertaken.