Wood Green Academy
AND SIXTH FORM CENTRE

Wood Green Road
WEDNESBURY
West Midlands
WS10 9QU

0121 556 4131
0121 506 4609
www.woodgreenacademy.co.uk
admin@woodgreenacademy.co.uk

Headteacher: Mr J.Topham B.Sc.(Hons), M.Sc., NPQH

Job Description

Lunchtime Supervisor

SALARY SCALE: Hourly rate @ £13.26 (based on Band C pt 5)

CONTRACT: Permanent TERM TIME only

Contract Hours: 6 hours 15mins per week,

12:45pm – 2:00pm Monday – Friday

Responsible to: Chief Finance Officer/ SLT

Duties and responsibilities

- Accept responsibility for pupil discipline, activities and standards of behaviour.
- Carry out physical supervision of pupils and attend to pupil welfare.
- Toileting of children and changing them as necessary.
- Report to SLT on the general conduct of pupils and any disciplinary action which may have been necessary.
- Ensure that the guidance and directions of the Head Teacher and SLT is adhered to, including relationships with staff who may choose to organise educational activities in the period.
- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the under resourced, promoting a positive approach to a harmonious working environment.
  You should act as an exemplar on these issues and should identify and monitor training for yourself, in line with the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Safeguarding and Health and Safety at Work.

Signed _____ Date _____

Signed _____(Headteacher) Date _____