

# Norwich School

## Lunchtime Supervisor – Lower School

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### Job Description

**Job Title:** Lunchtime Supervisor – Lower School  
**Reports to:** Head of the Lower School

#### Responsibilities:

- Supervising pupils junior walking to and from the refectory or supervising infant/EYFS pupils' lunch in the hall
- Supervising pupils during lunch break playtime.
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately and in accordance with the School's procedures.
- Being aware of the anti-bullying policy and acting in accordance with it.
- Having due regard for safeguarding and promoting the welfare of pupils and young people and following the child protection procedures adopted by the School.
- Supervising pupil activities and behaviour, ensuring their safety and well-being and providing emotional support where necessary.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.

#### Safeguarding:

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

#### Other

- Participate in training and other learning activities as required, and in the Performance Appraisal and Development Review process.
- Be willing to support school trips or activities if available
- Undertakes other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Deputy Heads or the Head of the Lower School.

### Personal Qualities

- Strong commitment to safeguarding
- Punctual and Reliable
- Enjoy working with children and being part of a team
- Support the aims and ethos of Norwich School
- Capable of working unsupervised
- Enjoy using own initiative

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### Salary and Benefits

#### **Salary and Working Pattern:**

The salary for this post is £3,023 per annum. The Lunchtime Supervisor – Lower School is expected to work term time only, typically between 11.45am to 1.00pm, Monday to Friday (exact hours to be agreed). Flexibility in working hours and pattern is required to meet the changing needs of the school.

#### **Pension**

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### **Healthcare**

Staff may benefit from the school's private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

#### **Lunch**

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### **Salary Sacrifice Schemes**

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space, but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.