



# **Lunchtime Supervisor**

## **Job Description**

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 350 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The school is part of the wider Jesus and Mary Trust that educates young people in 30 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for students of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. In October 2022, the school received 'Excellent' in all areas in its ISI inspection, with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'students of all ages' and in May 2024, the CSI judged the school to be 'Outstanding' in all areas noting the school's 'commitment to the flourishing of every member of the community.' More recently, Thornton College has become an accredited NACE (National Association for Able Children in Education) school and received accreditation from the British Council with the International Schools Award 2025-2028. This year, the school has also been shortlisted as Independent Girls' School of the Year.

### **Job Description:**

Reporting to Deputy Head.

This is a position predominantly outside on the playground or field areas, supervising students during play. At times, there may be a requirement to assist in the Dining Room, supervising students during lunch. This will involve working outside in all temperatures, however if raining the students will remain inside and you will be required to supervise in different areas by arrangement.

### **Key Responsibilities:**

#### **Main Areas of Responsibility:**

- To provide assistance in the dining room, helping the younger students particularly.
- Monitoring students to ensure they select a balanced diet where possible and whilst being aware of the dietary requirements of the individual child.
- Escorting younger students from the Dining room to the playground.
- To provide supervision for the students during the lunchtime period, ensuring they play safely and with due regard to their peers.
- Monitor safe usage of the varied apparatus.
- To read and adopt the measures outlined in the appropriate risk assessments.
- To monitor and prevent play that could result in an accident, with an overview of the whole area.
- Any other duties as required by the Headteacher.
- To act as an ambassador for the school and Headteacher in all matters.

### **Supervision:**

Your work will be overseen by the Deputy Head, however on a day-to-day basis you will work using your own initiative, as part of a team, ensuring you understand the needs of the students. You will be required to undertake training including safeguarding training and adhere to a set of expectations as outlined in our supervisor's handbook.

### **Health and Safety:**

- To maintain an excellent working environment with all maintenance issues dealt with quickly and safely.
- To adhere to all health and safety policies and procedures.
- To be fully aware of all safeguarding procedures, including emergency and security procedures.
- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs

All staff are expected to perform such other tasks as may be reasonably requested by the Head Teacher.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may reasonably be requested by the Head of Thornton College in support of the Aims of the School. Job Descriptions are subject to annual review.