

Job Description: Lunch Supervision**Reports To:** Principal**Location:** Acton Academy Calgary Central

Position Summary Acton Central is seeking a caring and reliable Lunch Time Supervisor to oversee students during their midday break. This role includes supervising learners as they eat lunch and engage in indoor play in the gym. The ideal candidate will ensure a safe, respectful, and positive environment, encourage appropriate behaviour, and support learners in developing independence and social skills. This is a part-time, weekday position that plays a vital role in supporting our learner-driven community during non-academic times of the day.

Purpose: At Acton Central, we believe every moment of a child's day is an opportunity for growth and learning, including lunch and physical education. As a Lunch Time Supervisor, your role is to ensure a safe, supportive, and positive environment during lunch and gross motor periods. You will oversee students during meal times and gym activities, promoting respectful behaviour, social development, and independence. This position is ideal for someone who enjoys working with children, understands the importance of supervision and engagement, and can uphold the values and culture of our learner-driven community.

Key Responsibilities

- **Supervise students during lunch** to ensure a safe, respectful, and orderly environment.
- **Monitor and support students in the gym** during indoor play, ensuring safety and encouraging positive social interactions.
- **Promote respectful behaviour** and model positive conflict-resolution strategies.
- **Encourage independence** in students during lunch routines (e.g., opening containers, cleaning up, managing belongings).
- **Maintain cleanliness and order** in lunch and gym areas, supporting students in tidying up after themselves.
- **Intervene appropriately** when issues arise, using positive guidance and restorative approaches.
- **Communicate promptly** with staff regarding any incidents, injuries, or concerns.
- **Ensure the safety and well-being of all students**, responding to minor injuries with basic first aid and alerting staff when needed.
- **Uphold school values** and support a learner-driven, respectful, and inclusive community.
- **Arrive on time and stay alert and engaged** throughout the supervision period.

Qualifications**Education and Experience**

- Previous experience working with children in an educational or recreational setting is preferred.
- Ability to create and lead dynamic, engaging activities that foster creativity, teamwork, and language development.
- Strong communication and interpersonal skills, with the ability to work well with students and school staff.
- CPR and First Aid certification (or willingness to obtain upon hire) is preferred.

- Familiarity with Acton Academy's philosophy and guide practices is an asset.

Key Terms of Employment

- Reports directly to the Principal.
- Competitive salary.
- Adheres to Alberta labour laws and standards for early childhood education.

How to Apply:

If you are ready to inspire and guide young learners on their educational journey, we invite you to apply. Please submit your cover letter and resume via email to HR@actoncentral.org. For additional information about Acton Academy Calgary Central, visit our website at www.ActonCentral.org.