

THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



MIDDAY SUPERVISOR

JOB DESCRIPTION & PERSON SPECIFICATION

GRADE:	Bucks Pay Range 1 (£15, 840 FTE / Actual Salary £1,827)
HOURS:	5 hours per week 39 weeks per year - Permanent (Term time, plus 5 Inset Days)
ACCOUNTABLE TO:	Assistant Headteacher
ACCOUNTABLE FOR:	Supervision of students during lunchtime

OVERVIEW OF ROLE

To work with staff to ensure that lunchtimes run efficiently and smoothly. To supervise students, making their safety and security the main priority in and around the school where necessary. The postholder will deal with students politely and assertively and undertake any additional supervisory duties as directed.

MAIN DUTIES AND RESPONSIBILITIES:

- Supervise students either inside or outside of the school building, being especially vigilant to the health, safety and security of the students and in accordance with the School's Behaviour Policy.
- Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate with all incidents of disorder to ensure any disruption is minimised.
- Attend to accidents, which may occur during lunchtime, in accordance with the school's procedure and guidelines on accidents and their treatment, reporting any accident to the Duty Leader.
- Other associated duties or variations of the above tasks as specified by their Line Manager.

GENERAL

- To strictly observe the principles of confidentiality and data protection.
- Ensure students abide by the Student Code of Conduct.
- Be aware of the responsibility of personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the school's implementation of all other current statutory requirements e.g. Child Protection and Safeguarding.
- Participate in new initiatives and futures changes in service delivery improvements to support the objectives of the school.
- The postholder will be expected to undertake any other duties to the level of the post, which may be required by their Line Manager.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To have responsibility for promoting and safeguarding the welfare of all students.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Staff are expected to work positively and inclusively with colleagues and stakeholders so that the school provides a workplace that delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability.

Signed: _____
Midday Supervisor

Date: _____

Signed: _____
Headteacher

Date: _____

PERSON SPECIFICATION - LESSON COVER SUPERVISOR

	Essential	Desirable
Qualifications		
• Ability to communicate effectively.	✓	
• Assertiveness and ability to enforce discipline where necessary.	✓	
• Ability and confidence to deal with a variety of people at all levels in a friendly and professional manner.	✓	
• Ability to understand and follow relevant procedures e.g. health and safety, child protection, School Behaviour Policy.	✓	
• Ability to motivate and encourage students	✓	
• Ability to work in a team.	✓	
• Ability to work under direction	✓	
• An empathy with and an understanding of children in the age range concerned.	✓	
• Knowledge of school safeguarding.		✓
• Commitment to the schools wider community.		✓
• Flexible to meet the needs of the school.		✓
• Experience of working with children.	✓	