**St Michael’s Catholic Grammar School**

*“Love one another, as I have loved you”*

**Job Description**

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| **Role** | **Lunchtime Supervisor – Job Description** |
| **Hours and weeks** | 7.5 hours per week, 39 weeks per year.  Proposed regular hours are 12.45 to 2.15pm Monday to Friday although this can be varied in negotiation with the line manager as long as the needs of the school are met. Some flexibility is expected according to the requirements of the school. |
| **FTE salary range** | Unified Rewards Grade A  Schools Administration job family – level 2 |
| **Pro rata salary range** |  |
| **Reports to** | Heads of Key Stage |
| **Supervising duties** | None |

**Purpose of Job**

To assist in delivering an appropriate environment for students during their lunchbreak.

**Key accountabilities/duties/responsibilities**

* To ensure a calm environment at all times
* To ensure pupils are dressed according to the Uniform Policy
* To ensure pupils are not using their mobile devices at school in accordance with the Mobile Phone Policy
* To challenge any strangers who may enter the School premises and report immediately to a member of the Senior Leadership Team
* To monitor the behaviour of pupils and supervising them, ensuring that order is maintained on the school premises and that their safety and well-being is monitored
* To deal with any behaviour issues that may occur using own judgment (to intervene or call for assistance), reporting incidents to a member of the Senior Leadership Team according to the severity of incident
* To pass on any concerns or incidents to Class Teachers/ Senior Leaders at the end of duties following the School's procedures
* To ensure that litter is picked up and put in the bins provided – either picking it up or reminding and asking students to do this.
* To ensure that classrooms are tidy and litter-free in preparation for the next lesson.
* To ensure that food and drink is not consumed in the ICT suites during lunchtime
* To be aware of the cultural differences of pupils and of the School's policies on equal opportunities, especially with regard to racism and sexism. To deal with any incidents of racism and sexism in accordance with the School policy (i.e. report to senior staff)
* To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the School's agreed procedures (i.e. call upon the Medical RoomTeam)
* Ensure that you are a positive role model for the children and other staff
* To adhere to all the School's policies e.g. procedures on child protection and health and safety
* Actively participate in any appropriate training when required.

**Person Specification**

* To be sympathetic with and supportive of the Catholic nature of the school
* Ability to work as part of a team, form good relationships with other colleagues to ensure effective break time and lunchtime supervision
* To be able to form good relationships with pupils
* Ability to maintain confidentiality over matters relating to the School, with pupils, staff or parents
* To be able to take charge of groups of children, setting and maintaining acceptable behavioural standards
* To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents
* Ability to stay calm and be patient and understanding when dealing with the children
* To be able to deal fairly and consistently with the children
* Good communication skills
* To be responsible for promoting and safeguarding the welfare of children and young people within the School
* To be willing to engage in further training to develop skills

We are committed to safeguarding and promoting child welfare

The post is subject to an enhanced DBS check

St Michael’s is an equal opportunities employer