



ST ALBAN'S CATHOLIC HIGH SCHOOL

LUNCHTIME SUPERVISOR

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world. All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary	Point 3 £18,562 FTE (£4,144 pro rata)
Hours	10 hours per week / 38 weeks per year
Reports to	Office manager
Job Role	To be a Lunchtime Supervisor ensuring the safety, welfare and good conduct of students during the lunch break, in accordance with School.

Key Responsibilities:

- To ensure the safety, welfare and good conduct of students during the midday break
- To ensure there is adequate supervision of students in all areas of the school building and grounds where students are permitted access during the midday break
- To alert the Duty SLT supervisor to any concerns regarding an individual student or group of students
- To enforce the necessary sanctions for maintaining good order
- To take a lead in dealing with minor accidents and to report any serious incident to the Duty SLT supervisor, at the earliest opportunity
- To administer basic first aid as necessary
- To ensure that all necessary records relating to accidents, first aid administered, behaviour and sanctions employed are completed by all midday staff
- To be responsible for the safe return of all students to the care of the teachers at the end of the midday break
- To understand and ensure the application of school policies in relation to health, safety, welfare and behaviour of students
- To attend relevant training and meetings as requested
- To ensure that confidential information relating to students and the school is respected.
- To work with the School and Governing Body to ensure that effective communications are maintained with particular emphasis on customer care and School ethos
- To work with the School and Governing Body on service development for the future.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out additional duties within the context of the job, skills and grade.

Signed:

Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Grade C or above pass in English GCSE (or equivalent)		✓
Grade C or above pass in Maths GCSE (or equivalent)		✓
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
Personal Qualities		
Good organisational skills	✓	
Good communication skills	✓	
Good listening skills	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player		✓
Flexible		✓
Skills and abilities		
Ability to deal with challenging behaviour		✓
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly and sensitively with students and adults	✓	
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower students and adults.	✓	
Good understanding of the learning experience provided by the School		✓
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	

	Essential	Desirable
Ability to know when and how to seek support.	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	