

The English Martyrs Catholic School and Sixth Form College
JOB DESCRIPTION

Post Title:	LUNCHTIME SUPERVISOR
Name:	
Purpose:	<ul style="list-style-type: none"> • To promote actively the Catholic ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher. • To promote good behaviour on school premises and promote school behavioural codes
Reporting to:	Senior Lunchtime Supervisor and Assistant Headteacher
Liaising with:	Snr Lunchtime Supervisor and Assistant Headteacher
Working Time:	9 hours per week, term-time only, Monday to Friday
Salary/Grade:	Band 1-3
MAIN (CORE) DUTIES:	
General:	<ul style="list-style-type: none"> • Patience and a sense of humour – able to challenge students with a firm but fair manner and approach. • A team player with the ability to be self-motivated and to use their initiative. • Good rapport with a variety of young people and adults. Able to relate to individuals on a personal level. • Pro-active and flexible in their day to day duties in the library. • An awareness and understanding of SEN and behavioural issues.
Specific	<ul style="list-style-type: none"> • Supervision of children in playground and dining areas • Engage with and encourage children to follow school expectations of behaviour, cleanliness and tidiness • Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with others/staff etc • Ensuring cleanliness of equipment used • Undertake training as appropriate • Undertake duties in indoor and outdoor environments • Show a duty of care and take appropriate action to comply with health and safety requirements at all times • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. • Any other duties deemed appropriate towards the provision of a high quality service
Staffing:	<ul style="list-style-type: none"> • to take part in the school's staff development programme by participating in further training and professional development. • to continue personal development in the relevant areas. • to engage actively in the support staff review process. • to work as a member of a designated team and to contribute positively

	to effective working relations within the school.
Quality Assurance:	<ul style="list-style-type: none"> • to help to implement school quality procedures and to adhere to those. • to contribute to the process of monitoring and evaluation of the designated areas in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Management information:	<ul style="list-style-type: none"> • to maintain appropriate records and to provide relevant accurate and up-to-date information. • to assist in providing relevant information in locating students. • to ensure that student files are available and up-to-date.
Communications:	<ul style="list-style-type: none"> • to communicate effectively with staff and students. • to follow agreed policies for communications in the school.
Other Specific Duties:	<ul style="list-style-type: none"> • to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • to promote actively the school's corporate policies. • to comply with the school's Health and Safety policy, to undertake risk assessments as appropriate. • whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
	<ul style="list-style-type: none"> • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. <p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>