



BORDEN GRAMMAR SCHOOL

JOB DESCRIPTION

JOB TITLE	Midday Supervisor
PAY RANGE	KR3 (£19,293) pro rata (£10.00 per hour)
RESPONSIBLE TO	Finance Manager

Purpose of the Job:

- To supervise the site inside and outside and to be a visible presence, to deter bad behaviour and to ensure the safety and well-being of students during the lunch break

Hours of work

11.55 to 14:00 Monday to Friday (includes a 20 minute unpaid break)
9 hrs 10 minutes per week, term time only, i.e. 38 weeks per year

Outline of Main Duties:

- To work with prefects and staff to help keep the lunch break calm and orderly
- To supervise pupils in a designated area of the school premises/grounds by making regular tours of the area designated
- To intervene in instances of inappropriate behaviour
- To be alert to instances of bullying and to report such concerns to the Bursar, Senior member of staff or the appropriate Head of Year
- To act in cases of injury etc. summoning other staff as necessary
- To supervise the dining hall and to promote orderly behaviour amongst pupils queuing and eating there, ensuring crockery, cutlery, trays and leftovers are returned by pupils to relevant collection and disposal points

Person Specification:

- The post-holder should have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly
- They should maintain confidentiality and observe data protection guidelines
- It is the duty of the postholder to act in a non-prejudicial and non-discriminatory manner towards all pupils and employees, irrespective of age, disability, gender, gender-identity, race, religion or belief and sexual orientation. The postholder should also counteract any prejudicial or discriminatory practice or behaviour by challenging and reporting it

- It is the duty of the postholder to report to the Designated Safeguarding Lead (DSL) any concerns relating to child protection issues, including any disclosures made by pupils
- The post holder should be willing to undertake first aid training and administer first aid as appropriate

Behaviours for Success:

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptors are a new way of looking at how people do their job well and these are grouped under four headings:

1. *Focussing on the customer*
 - how we work with both internal and external customers and service users to provide a customer focussed service
2. *Personal Resourcefulness*
 - how we enhance our personal ability to deliver an excellent service
3. *Relationship Building*
 - how we work with colleagues and partners
4. *Managing for Success (for managers)*
 - how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within the workplace.