NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

**Post:** Lunchtime supervisor

**Reporting To:** Assistant Headteacher – Behaviour and Ethos

**Post Level & Grade:** Kent Scheme KS3

10 hours per week / 38 weeks per year

Monday – Thursday 12:30 – 14:30

Friday 11:45 – 13:45

**Purpose:**

To ensure effective supervision during social times (break/lunch) and contribute towards a safe, friendly and relaxing environment. This will include;

* Supervising students as they queue for catering outlets and use social spaces
* Utilising schools behaviour and reward systems where appropriate
* Contributing to a friendly and positive environment through engaging with students

**Main Duties:**

**Supervising students**

* In line with the agreed rota supervise a range of social areas which may include food outlet queues or social areas, ensuring school expectations are met
* Supervise students in clearing their tables as they leave
* Supervise excellent general behaviour and engage as appropriate to ensure this
* Support school staff through ensuring students leave promptly at the end of break times for their lessons

**Utilising school behaviour and reward systems**

* If school expectations are not being met proactively engage with the students and use school systems to address any issues
* If your own actions are not working seek support from appropriate staff as shown in the procedures
* Actively reward and encourage students through the use of positive behaviour points and verbal praise

**Contributing towards a positive environment**

* During supervision times actively and positively engage with students to help fulfil our vision that every student can enjoy the journey.
* Engage with safeguarding training and systems, ensuring vigilance to potential issues and reporting as appropriate

**Other duties**

* To undertake any other duties that the Headteacher may reasonably request.
* Ensure versatility to adapt to changing requirements or duty rotas

**Knowledge, Skills & Personal Qualities:**

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| **Essential** | **Desirable** |
| Enjoy working with young people and seeing them succeed in a school environment | Experience of leading young people in a school or club type setting |
| Ability to interact with young people to ensure the right environment |  |
| Experience of working with young people in a structured environment such as school, club or visit activity |  |

**Personal Qualities:**

1. To be a good role model for behaviours and attitudes with a sense of humour and empathy for children.
2. To be able to encourage independence of self; consider support and contribution of others both as people, groups, communities and environments.
3. Awareness of the responsibilities for safeguarding students in their learning environment.
4. An ability to assess how your work contributes to the whole school picture.

**Note:**

* The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

**Organisation:**

Headteacher

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Assistant Headteacher – Behaviour and ethos

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Lunchtime Supervisor

Signed (Postholder): Date:

Headteacher: Date: