



## General Supervisor Job Description

**Grade:** London Borough of Newham Scale 3 Point 5 (£16,746)

**Hours:** Term Time only (08.45 – 15.30)

**Line Manager:** Deputy Head Teacher

### Duties and Responsibilities:

- Senior Lunchtime Supervisory Assistant (12.30 – 13.35) leading a team of supervisors to work with staff to ensure that the lunchtime runs efficiently and smoothly. To supervise students, making their safety and security the main priority, on the bridge, in the canteens, on the south field and north playground and elsewhere around the school where necessary. The post holder will deal with students politely and assertively.
- Supervise students after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the students within their care, and in accordance with the School Behaviour Policy as students make their way to lesson 4.
- Ensure expected levels of behaviour and safe conduct at lesson change over times by maintaining good order and discipline on the bridge crossing, dealing as appropriate with all incidents of disorder ensuring that any disruption is minimised.
- Support with incidents and accidents that may occur during the day in accordance with the school procedure and reporting guidelines.
- Supporting the investigation of incidents as necessary including reviewing CCTV footage.
- Toilet block and corridor monitoring on a lesson-by-lesson basis including disabled toilets.
- Supporting the maintenance of display work around the school.
- Supporting events that take place outside the normal timetable within the school day.
- To undertake training to be a Fire Warden.
- To undertake training to be a First Aider.
- To undertake Sims.net training.

### Generic

1. Undertaking the necessary training required in order to keep up to date with developments as identified through Appraisal.
2. Ensuring compliance with the school's Health and Safety Policy by being alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.
3. Personally contributing to an environment that welcomes diversity and respects individuals.
4. Performing other such duties of a similar nature as from time to time may be required. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
5. To strictly observe the principles of confidentiality and Data Protection.
6. To have responsibility for promoting and safeguarding the welfare of all students.
7. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the School provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

## General Pastoral Supervisor Person Specification

<b>Key Areas</b>	<b>Key Attributes</b> & whether <b>Essential</b> to the role or <b>Desirable</b>
Skills required	Good standard of literacy and numeracy Ability to relate well to adults and students. (E) Ability to absorb and understand a wide range of information. (E) Effective use of SIMs. (D) Effective use of other IT packages. (D) Effective use of CCTV. (D)
Knowledge	Work constructively as part of a team, understanding school roles & responsibilities both within and outside the classroom and your position in relation to them. (E) Verbal & written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. (E) Knowledge of relevant policies/codes of practice/legislation. (E) To have an awareness of Safeguarding and Child Protection legislation. (E)
Qualifications	Educated to a minimum standard of GCSE (grade A*-C) or equivalent in Maths and English. (E) A Level 3 qualification. (E) Degree level qualification. (D)
Experience	Working with students in a secondary school. (E)
Attitude & Approach	Professional and approachable attitude. (E) Enthusiastic in all aspects of work and training. (E) Motivated. (E) Reliable. (E) Well presented. (E) Assertive when appropriate. (E) Ability to work in an extremely busy environment whilst keeping a smile on your face. (E)
Other	This role involves a lot of walking around Plashet's site.