

Queen Elizabeth Grammar School, Penrith



Job description: Midday Supervisor

Queen Elizabeth Grammar is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Hourly Rate £9.50

Hours: 7.5 per week

Contract type: Part time, term time only

Reporting to: Senior Midday Supervisor

Main purpose

To supervise students during their lunch breaks.

Duties and responsibilities

- The supervision of pupils queuing outside the Dining Hall and Snack Bar, ensuring orderly behaviour and avoiding over-crowding.
- Patrolling the school buildings and recreation areas ensuring orderly behaviour.
- Any minor incidents are recorded on incident slips and any serious behaviour should be reported to a member of the Senior Leadership Team as soon as possible.
- Achievement slips are also used to record the names of pupils who have been particularly helpful or well behaved.
- Any accidents or damage should be reported to the school office. You should be aware of the Fire Alarm procedures and be willing to activate the nearest Fire Alarm and help to evacuate the buildings/supervise students in the event of fire.

Other

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated person.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other continuing professional development as required.
- To carry out further duties as may be reasonably required by the school's management team.

Person specification

| CRITERIA | QUALITIES | DESIRABLE OR ESSENTIAL |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Skills and knowledge | <ul style="list-style-type: none"> ● Have the ability to mix and get on with young people in the age group 11 to 18. Experience of working with this age group would be an advantage. | ● Essential |
| | <ul style="list-style-type: none"> ● Have a calm and caring attitude | ● Essential |
| | <ul style="list-style-type: none"> ● Be able to handle situations in a calm, mature way and know when to seek assistance. | ● Essential |
| | <ul style="list-style-type: none"> ● Be able to work as part of a team and have a positive outlook. | ● Essential |
| Personal qualities | <ul style="list-style-type: none"> ● Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff | ● Essential |
| | <ul style="list-style-type: none"> ● Commitment to promoting the ethos and values of the school | ● Essential |
| | <ul style="list-style-type: none"> ● Commitment to safeguarding pupil wellbeing and equality | ● Essential |
| | <ul style="list-style-type: none"> ● Enthusiastic about making a difference to children and young people | ● Essential |