

## JOB DESCRIPTION

### Pupil Supervisor – St Paul's School

**Department** Pastoral

**Line Manager** Deputy Head Pastoral

#### Role

The Pupil Supervisor will be required to supervise pupils during break and lunchtimes, ensuring a calm and positive atmosphere within the school. On occasion they may be required to assist with other areas of activity in the school, for example lesson cover or administrative support to the Attendance team, at the direction of the Deputy Head Pastoral.

#### Main duties and responsibilities

To undertake supervision of pupils at some or all of the following times and locations throughout the school day.

- Break time (10.15-10.35)
  - Supervision of varied areas of the school, including internal informal assembly areas or areas within the grounds
  - Active patrolling of those areas, ensuring that pupils are behaving sensibly, including challenging problematic behaviour and liaising with senior staff for support as necessary.
- Dining Hall (12:15 -14:20)
  - To support teaching staff in managing pupils through the lunch hall in a timely and orderly manner.
- Lunch time patrols (12:15 - 14:20)
  - Supervision of varied areas of the school, including internal informal assembly areas or areas within the grounds
  - Active patrolling of those areas, ensuring that pupils are behaving sensibly, including challenging problematic behaviour and liaising with senior staff for support as necessary.
- Lesson Cover (at various times in the day)
  - To ensure quiet and orderly behaviour of pupils in lessons where work has been set by an absent teacher.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

#### Essential skills and qualifications



# St Paul's School Vacancies

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- Works well in a team, builds trust and openness.
- Ability to gain respect of pupils and staff.
- Discretion, courtesy, honesty and integrity.
- Reliable, punctual and hard-working with a can-do attitude.
- Equable and calm disposition.
- Exemplifies the values of the school.

## **Desirable skills and qualifications**

- ICT Skills – MS Office, Outlook and Google Suite
- Experience working in a School environment
- Ability to show initiative

## **Hours of work**

The post is a casual contract and paid for the hours worked per week. On days when the Pupil Supervisor works from morning break through to the end of lunch-break, pay will be guaranteed for 3hrs 40minutes (with further work available either before or after that).

## **Holidays**

The School's leave year runs from 1 September to 31 August each year. You are entitled to 5.6 weeks' holiday per year (inclusive of public holidays).

## **Salary**

Hourly rate dependent on experience and the duties covered.

## **Benefits**

- Free daily hot lunches provided, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.

**November 2023**