# **THE ROYAL GRAMMAR SCHOOL, GUILDFORD**

# **JOB DESCRIPTION**

# **Breaktime and Lunchtime Supervisor**

# **Reporting Lines**

# The postholder will report to the Assistant Head (Operations).

**Hours of Work**

10.30am – 2.00pm Monday to Friday, term time only.

**Rate of Pay**

£10 per hour

**Lunch**

A complimentary lunch will be provided from 11.30am-11.55am.

# **Dress Code**

# The RGS asks all employees to portray a positive and professional image in the way they dress.

# The Breaktime & Lunchtime Supervisor role requires business casual attire.

# **Duties**

* To ensure the safety and care of pupils during their morning break and lunch time in the Dining Hall and outdoors on the playground and All Weather Training Area (AWTA).
* To supervise pupils during a cover lesson between 10.50am – 11.25am when a member of teaching staff is absent, or to carry out basic administrative tasks during that time, as directed by the Assistant Head (Operations).
* To be responsible for securing the safety, welfare, and good conduct of pupils in the school Dining Hall and outdoors on the playground and AWTA.
* To assist with some physical tasks in the Dining Hall, e.g. moving trolleys, cleaning spillages.
* To provide support for the other members of staff on supervision duty.
* To encourage positive pupil interaction and outdoor play.
* To report to the Deputy Head (Pupils) any incident which may require their attention or further investigation, and to document any pupil-related concerns carefully and promptly.
* To exercise no direct sanction against a pupil save within the policies and practices of the School, and at no time to exercise sanctions of a physical nature.
* To complete all necessary Safeguarding, First Aid, and Fire training provided by the school.
* To read and comply with School policies.
* In consultation with the postholder this Job Description is liable to variation by the School to reflect or anticipate changes to the role.

**Personal Attributes**

To be able to carry out the duties of this post effectively and safely, candidates should be able to provide evidence of the following.

# **EDUCATION AND QUALIFICATIONS**

* A good general level of education, including general literacy and good oral communication
* Basic computer skills: the use of email and the completion of some online training modules are a requirement of this post
* Specific exam qualifications are not a requirement of this post

# **EXPERIENCE**

* Essential: some experience of working with children or young people
* Desirable: some experience of working with boys of secondary school age (11-18)

# **INTERPERSONAL AND SOCIAL SKILLS**

* Ability to engage with teenagers in a positive and approachable manner
* Ability to address a class of teenage boys with confidence
* Ability to promote a productive working ethos in the classroom
* Ability to monitor student classwork and conduct and maintain high standards

# **ABILITIES SPECIFIC TO THE POST**

* Ability to act with authority and efficiency in a busy school environment
* Ability to remain calm and composed in difficult situations
* Ability to intervene confidently to maintain pupil safety and good order
* Ability to work independently and act on own initiative
* Ability to assist other staff members as part of the cover/supervision team
* Ability to show discretion and respect confidentiality

# **GENERAL ATTRIBUTES**

* Dependable
* Approachable
* Considerate
* Adaptable
* Punctual