

Name	
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# Alec Reed Academy

## Job Description



The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

### MANAGEMENT DETAILS

Job Title	Student Supervisor
Location/work base	
Grade	
Reporting to:	The Board of Trustees through the Principal & CEO
Line Manager	Senior Student Supervisor and Deputy Head of Primary Phase
Posts directly supervised:	
Staff or contractors indirectly supervised	

### THE MAIN PURPOSE OF THE JOB

Purpose:

- To assist in the care and supervision of students throughout the lunchtime break
- To raise student awareness of the surrounding environment with a sustained focus on litter control
- To work alongside/support the student leaders with their responsibilities throughout the lunchtime period

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The key responsibilities of a Student Supervisor include:

- To carry out duties and responsibilities with due regard to ARA's Equal Opportunities Policy
- Supervision of students in the school buildings and grounds, including those eating food
- Responding to emergencies and accidents during the lunch break
- Responding to inappropriate behaviour by being observant and acting to stop such behaviour in accordance with the ARA behaviour management policy.
- To use praise and discipline in accordance with the ARA behaviour management policy
- Ensuring to safeguard and promote the welfare of children and young people and follow the Academy's policies and the staff code of conduct.
- Advising the daily duty team and the student leaders on duty with regard to the safety and welfare of children during the lunch break
- To raise student awareness of the surrounding environment with a sustained focus on litter control – both in the year base and the outside social areas
- To work alongside/support the student leaders with their responsibilities throughout the lunchtime period.
- To fill in forms and write reports (e.g. accident reports) when necessary.
- Reasonable variations to these duties and responsibilities as deemed appropriate by the Principal & CEO
- Attend meetings with the Deputy Head of Primary Phase, Senior Student Supervisor and other student supervisors to help contribute to improvements with the student lunch time experience.
- Assisting with welfare duties when required
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy workplace.