


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Date drafted	November 2014	
Date reviewed	September 2023	
		<p>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.</p> <p>It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
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		
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p>Purpose:</p> <ul style="list-style-type: none"> 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 work place.