****

**SAPIENTIA EDUCATION TRUST**

**WYMONDHAM COLLEGE PREP SCHOOL JOB DESCRIPTION**

**Pupil Supervisor**

**Permanent, part-time role**

|  |  |
| --- | --- |
| **Line Manager:** | Head of House |
| **Salary:** | **FTE:** £18,488 per annum  **Pro Rata** £15,000 per annum |
| **Residential Status:** | Non Resident |

**THE POST**

Wymondham College Prep School seeks to appoint a Pupil Supervisor to work in our school and boarding house. This is a part -time post working Monday – Sunday (with Fridays off) 37 hours per week, during term-time only.

As a Pupil Supervisor you will be responsible to the Headteacher for the supervision of and pastoral care of pupils when they are in the boarding house and also the pastoral care of pupils in the school.

The ideal candidate will be a strong team player with an approachable disposition, but who is authoritative and able to communicate effectively at all levels. The successful candidate will be able to act on their own initiative and in a patient and calm manner be self-motivated and organised.

Confident IT skills when using information and communications technology, including the Microsoft Office package is essential.

Wymondham College Prep School is member of the Sapientia Education Trust (SET).

**PERSON SPECIFICATION**

The personal competencies expected of all support staff are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The personal competencies expected of a Pupil Supervisor are:

* Be a positive role model;
* Engages with pupils appropriately and works with the best interest of pupils in mind;
* Able to work with minimum supervision;
* Understand statutory requirements and policies;
* Able to maintain confidentiality appropriately;
* Able to work as part of a team

The qualifications and previous experience required for a Pupil Supervisor are:

* A good level of literacy and numeracy.
* Previous experience working with children, preferably primary school age, in a classroom or similar environment is highly desirable.

**JOB SPECIFICATION**

**General Responsibilities**

As a Pupil Supervisor, you will be an integral part of the Prep School’s staff and the house boarding team in Underwood Hall. The primary role is to provide quality care and pastoral support to our pupils.

In addition to the boarding role, the Pupil Supervisor will work during the week supporting the Prep School. You will work under the direction and guidance of the Headteacher to provide support to our Early Bird, co-curricular, Extended Day, in the classroom and in the organisation of activities and events.

You will be required to comply with the Trust Code of Conduct for Staff and Volunteers.

You will have access to and be responsible for confidential information and documentation and must ensure confidential or sensitive material is handled appropriately and accurately.

You will be required to participate in the Prep School’s programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for each role are shown below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**SPECFIC RESPONSIBILITES**

**Pupils and their Parents**

* Work closely with the Prep School pupils, undertaking duties in the boarding house and Prep School. Duties will include a variety of daytime, evening and shifts including weekends;
* Supervise pupils during non-timetabled time when present in boarding house;
* Encourage our pupils to engage in clubs/activities;
* Assist and co-lead in the supervision and co-ordination of weekend boarder activities;
* Maintain good order, appearance and behaviour in the boarding house and throughout the Prep School as a whole;
* Promote the Prep School and the value of boarding at Open Days and other marketing events, when appropriate;
* Contribute to the running of the school’s extra-curricular clubs programme;
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour;
* To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil’s special needs and, wherever possible, making these part of the learning experience;
* Plan and lead suitable activities;
* Create a meaningful, calm, purposeful, orderly and supportive environment;
* To supervise pupils in designated areas (including playground or other external spaces as directed), and to ensure their safety, welfare and general conduct through appropriate application of the school’s policies and procedures.
* To supervise the Early Birds Breakfast Club and after School Club (Extended Day) time period, and to ensure their safety, welfare and general conduct through appropriate application of the school’s policies and procedures.
* Supervise the children during the meal to ensure that a good atmosphere is maintained;
* Support children in their play;
* To supervise the movement of pupils to and from rooms, including any personal hygiene requirements (e.g. hand washing);
* To assist pupils, as necessary, with the proper use of cutlery, drinking facilities or other aspects of breakfast and dinner provision;
* To assist in the clearance of any spillages and the wiping down, clearing or resetting of tables, as appropriate;
* To assist in the setting up and removal of furniture, where necessary;
* To take any immediate action to attend to sickness or accidents by carrying out minor first aid (if qualified) and summoning relevant assistance;
* 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 an appropriate person;
* To identify and report any unauthorised visitors on school premises.
* Provide a sympathetic presence in the House and be sensitive to those who are having difficulties copying with Prep School life, liaising closely with other relevant staff concerning the progress and welfare of pupils.
* Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.
* Participate in a programme of continual risk assessment within the House as required by Health and Safety guidelines.
* To be familiar with the Prep School’s code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection;

**As part of the House staff team**

* Ensure any significant events during your shift are handed over appropriately before finishing the shift.
* Before starting your shift, ensure you have read any relevant notices and that you have received any required briefing.
* Participate in the instruction and induction of new staff in the House.
* Attend regular team meetings as required by the Head of House.
* Participate in Wymondham College’s programme of Performance Management and CPD.

**HOURS OF WORK**

|  |  |  |
| --- | --- | --- |
| Working weeks | Term Time (when pupils are on site) | |
| Hours per week | 37 hours per week. | |
| Normal Working Pattern | Monday | 07:45 – 10:30 & 15:15 – 18:00 |
| Tuesday | 07:45 – 10:30 & 15:15 – 18:00 |
| Wednesday | 07:45 – 10:30 & 15:15 – 18:00 |
| Thursday | 07:45 – 10:30 & 15:15 – 18:00 |
| Friday |  |
| Saturday | 09:00 – 17:00 |
| Sunday | 09:00 – 17:00 |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. The pro-rata salary for this post includes an additional 5.32 weeks as holiday pay. | |
| CPD Days | In addition to the hours you are required to work, you are paid an additional 37 hours per year, in order to attend Prep School CPD days and other training. | |
| Team Meetings | In addition to the hours you are required to work, you are paid an additional 12 hours per year in order to attend team meetings or other staff activities, outside your normal working hours, at the discretion of the Head of House. | |
| Overtime | This post does not attract any overtime payments. Any additional work is paid at the normal rate for the hours worked. | |

**REMUNERATION**

Salary Details:

* FTE Salary: £18,488 per annum.
* Pro Rata salary for this post, as advertised: £15,000 per annum.

The post holder will be entitled to join Trust’s nominated pension scheme for support staff.

**DRESS CODE**

The post holder will be expected to adopt appropriate business attire during the school day and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that pupils, staff and visitors are able to identify Wymondham College employees.

The dress code for the evenings and weekends in the Boarding Houses is casual.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. Wymondham College reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory due to safeguarding concerns.

**REVIEW**

The Job Description will be reviewed annually as part of the College’s Performance Management programme.