 A Catholic Academy for Arts & Science

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

**MIDDAY SUPERVISOR**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Purpose: | The supervision of students during their lunch break. |
| Responsible to: | Assistant Head Teacher |
| Liaison with: | Head Teacher, Deputy Head Teacher, Assistant Head Teachers |
| Working time: | Part time – 12.30pm – 2.00pm (Monday - Friday), term time only |
| Local Government Banding: | Scale 1 |
| Disclosure level: | Enhanced |
| Main Duties: |  |
| The supervision of students during their lunch break | * To assist management and teaching staff with the supervision of students during their lunch break under the direction of the senior member of staff on duty. This may be in the Dining Hall, playground or around the school buildings.
 |
| Additional Duties: | To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |
| Other specific duties: | * To support the school in meeting its legal requirements for worship.
* To promote the school’s corporate policies.
* To continue personal development as agreed.
* To actively engage in the staff review and development process.
* To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.
 |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: ……………………………………………………………………… (Staff Member)

 …………………………………………………………………….. (Line Manager)