



City of London Academy (Southwark)

Job description

Job Title	Lunchtime Supervisor (Maternity Cover)
Grade/ Salary	JE1, £13,103 - £15,045 pro-rata to term time only
Contract	Maternity Cover (38 weeks per year, Monday to Friday)
Hours per week	11.66
Responsible to	Senior Head of Learning
Accountable to	Vice Principal
Job Purpose	To support the Academy in maintaining good order during agreed hours ensuring that pupils exhibit positive and safe behaviour which complies with the standards laid down in the Academy's Behaviour policy
Key Accountabilities	<p>Pupil welfare</p> <ul style="list-style-type: none">• Contribute to the health and well being of pupils• Support pupils who may be unwell during the day and report the problem as soon as possible to the appropriate person• Contribute to the safety and security of pupils <p>Relationships</p> <ul style="list-style-type: none">• Establish and maintain relationships with individual pupils and groups of pupils• Develop positive relationships with parents, carers, staff and other professionals <p>Behaviour management</p> <ul style="list-style-type: none">• Defuse any incident between pupils or pupils and adults as calmly as possible and, where appropriate, provide a short written statement to the Vice Principal. If necessary seek help to solve the issue• Observe and report on pupil performance as part of the Academy's reward management scheme for pupils• Clear the playground in a timely manner to ensure pupil punctuality to lessons. <p>Other</p> <ul style="list-style-type: none">• Maintain confidentiality of information regarding individuals or groups of pupils• Undertake such other duties as reasonable correspond to the general character of the post and are commensurate with roles of this level within the Academy.

Statutory	<ul style="list-style-type: none"> • To work within a framework of best practice governed by the relevant occupational standards to support excellence in teaching and learning • To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school • To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives • To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity •
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The City of London Academy (Southwark) is committed to safeguarding and promoting the Welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.



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Person Specification
Job Role: Lunchtime Supervisor (Maternity Cover)

SKILLS & EXPERIENCE

No	Description	Rating
1.	Experience or interest in working with young people	Essential
2.	Being an effective team player	Essential
3.	Good communication skills	Essential
4.	Ability to work under pressure	Essential
5.	Calm, friendly and mature approach	Essential
6.	Ability to work independently	Essential
7.	Willingness to undertake training	Essential
8.	Commitment to equal opportunities	Essential
9.	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential