

Job Description

Title:	Lunchtime Supervisor
Project Team:	Support Staff
Reports to:	Vice Principal
Salary:	Scale 3 fixed scp 6
Responsible for:	Student/Academy Support
Hours of Work:	7.50 hours per week, term time only

Key Duties and Responsibilities

- Carry out lunchtime supervision of students and attend to safety and welfare.
- Work as a team to ensure standards for student discipline, activities and standards of behaviour whilst on duty.
- Light cleaning duties to ensure smooth transition between lunch sittings.
- Ensure that the guidance and directions of the Head of School and Vice Principal are adhered to.
- Support the Academy's smooth operation of the lunch period as specified.
- Have a desire to work with young people with good humour and understanding.
- Be great team player to work with colleagues in managing standards and behaviour.
- Be fair minded with the ability to listen.
- Be eligible, when available for first call for other duties the academic year may require including some evening work if necessary. For example, Examination Invigilation and Administration Assistance.

Component 1 – Wider Professional Effectiveness

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
- Effectively contribute to the Academy improvement planning process.

Component 2 – Role Model

- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.

Additional Components

- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.

- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.

Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
- Q3 Academies Trust operates as designated no smoking sites.

Q3 Academies Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to an Enhanced Disclosure & Barring Service Check (DBS). Satisfactory employment references as well as identification and qualification checks will be required before commencing duties.