

The Bulwell Academy

Job Description

Post Title:	Student Supervisor
Hours:	10 hours per week, 11:30am – 1:30pm, term time only
Responsible to:	Senior Vice Principal

As an employee of The Bulwell Academy you will be expected to share our commitment to safeguarding and promoting the welfare of children and young people.

Core Purpose

To supervise and assist students during the lunchtime period by circulating in and around designated outdoor areas to ensure that their health, safety and welfare are maintained throughout and that all students behave in an acceptable, sensible, and respectful manner at all times.

The main areas of work will be the designated outside areas used by students during lunchtime.

Key Responsibilities:

- Encourage and promote students participation in safe and healthy activities
- Address any misbehaviour by students and control students from entering restricted areas or leaving the premises without authorisation, to ensure their safety and well-being
- Manage behaviour using approved sanctions outlined by the Academy to try and avoid students hurting themselves or damaging property
- Liaise with appropriate staff to share information, concerns and issues regarding students, to ensure that there is continuity in helping to resolve any issues or problems
- In the event of an accident, ensure the student receives attention from a qualified first aider
- Encourage the students to keep the designated areas clear of litter
- Supervise students in designated areas during inclement weather
- Supervise safe evacuation in an emergency or during a fire drill, following the Academy's procedures.

Enterprise

- *The post holder will seek to champion enterprise capability and business understanding in all students. This approach will be exemplified through their own behaviours and actions.*
- *Work to ensure that all students have the opportunity to understand how their learning can be applied in the world of work and support activities to enable the successful progression of students.*
- *Ensure that a professional and courteous approach is adopted by all throughout the academy*

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal, Senior Leadership team or Governors to ensure the efficient and effective operation of the Academy.

This is a description of the job as it exists at present; All Academy job descriptions are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.