

<p>Job Description</p> <p>The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>The School</p>	<p>Bedford Modern School is an Independent Co-educational Day School. There are in excess of 1200 students in the School from age 7 to 18. The School is governed by the Harpur Trust.</p> <p>The School is located on the outskirts of Bedford with commanding views of the Bedfordshire countryside. It is very accessible to major road links and to the main train line, London St Pancras being only 37 minutes from Bedford. The facilities are excellent: a separate Junior School, dedicated Sixth Form building, faculties clustered throughout the School and extensive and impressive sports facilities.</p> <p>At Bedford Modern School there is a wide and varied curriculum that is responsive to the needs of students and parents. The School offers a premium education appropriate to both boys and girls where the intellectual needs of each pupil are a priority. Individuals are assessed at entry and those with particular gifts or learning needs are identified and monitored. Students are encouraged to maximize their academic potential whilst optimizing their participation in the diverse and inclusive co-curricular programme. Pastoral care is integral to the success of the School and all staff are expected to contribute to this supportive culture.</p> <p>The School enjoys a reputation both locally and regionally for excellence in the Performing Arts and Sport. It is a particularly friendly, happy and supportive school community.</p> <p>Please visit our website: www.bedmod.co.uk for further information on the School.</p> <p>Job Title: Lunchtime & After School Supervisor</p> <p>Location: Bedford Modern School, Manton Lane, Bedford</p> <p>Salary: <i>FTE £24,627.20 per annum (Pro Rata £11,548.80).</i></p> <p>Working Hours: 1.00pm – 6.00 pm, Monday to Friday (half an hour unpaid break), totalling 22.5 hours per a week. There may be occasions when work will have to be undertaken outside of normal hours.</p> <p>Weeks Worked: Term Time Only</p> <p>Reporting to: Deputy Head (Pastoral and Student Progress)</p>

The Harpur Trust

Job Description – Lunchtime & After School Supervisor



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<p>Job Purpose</p>	<ul style="list-style-type: none"> • To work alongside teaching and leadership staff to ensure that the lunchtime and after school periods run efficiently and smoothly. To supervise students, ensuring their safety and security the main priority, around the school where necessary. The post holder will deal with students politely and assertively, and communicate any concerns or problems to the relevant tutor, head of year or DHP
<p>Main duties and responsibilities</p>	<ul style="list-style-type: none"> • Supervise students during lunchtime, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the students within their care, and in accordance with the School Behaviour Policy. • Ensure reasonable behaviour and safe conduct of students by maintaining good order and discipline, dealing as appropriate with all incidents of disorder ensuring that any disruption is minimised. • Attend to accidents which may occur during lunch time or after school in accordance with the school procedure and guidelines on accidents, their treatment and reporting. • Supervise the safety and ensure good conduct of students waiting for and alighting on buses from the school bus stops. • Patrol the school site to ensure that all students after 4.30 pm either are off site, involved in organised and supervised activities or in the designated supervised after school care rooms. • Required to support in other areas of the school, this could include general duties around the Senior or Junior School such as putting up displays, reading with children or helping organise lost property. • Other associated duties or variations of the above tasks as specified by their line manager. <p><i>The post-holder may also be required to carry out other duties appropriate to the post, as agreed and arranged by the School.</i></p> <p><i>The Job Description is current but liable to variation to reflect or anticipate changes in the requirements of the post.</i></p> <p><i>The successful candidate is required to operate within school policies and procedures, including Equal Opportunities and Health and Safety policies.</i></p>

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Person Specification			
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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications		First Aid trained (or willingness to be)	Not applicable
Experience		Experience of working in an educational environment; Experience of supervising groups of children or young people; Understanding and experience of working in inclusive settings.	Reference
Knowledge	Team player capable of working independently.	Knowledge of Safeguarding.	Application Form / Interview
Skills	Excellent oral communication skills, especially in relation to children and young people; Ability to supervise and manage groups of children and young people with confidence; A positive attitude towards children and young people including the ability to demonstrate and promote positive values, attitudes and behaviour.		Application Form / Interview
Personal competencies and qualities	Ability to adapt to changing situations; Self-supporting with the ability to work as part of a team; Approachable, open and honest.		Interview