

Day House Supervisor



Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	Job Title: Day House Supervisor Location: Bedford School, De Parys Avenue, Bedford Job Purpose: To supervise Upper School pupils when they are in Day Houses, provide pastoral support and ensure pupils are managed in a safe environment Reporting Line: Senior Day Housemaster Other benefits: Private health care scheme; generous pension scheme; free parking, free lunch in school dining hall on full working days
Main duties and responsibilities	This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. Your Professional Duties You are expected to act in accordance with the aims, policies and administrative procedures of the School. Specific Duties and Responsibilities The main duties and responsibilities of the Day House Supervisor are as follows (this list is not exhaustive): • To supervise boys in the school's Day Houses (day time common rooms), ensuring that a safe, welcoming environment is maintained • To be responsible for the safety and welfare of pupils whilst in the Day Houses and to raise any concerns with the Senior Day Housemaster, Day Housemaster or relevant member of teaching staff • To assist with supervision of Prep School pupils at lunchtime time and during breaks • To be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security and confidentiality • To ensure that there are appropriate standards of behaviour in the Day Houses and to report any concerns to the appropriate member of staff

	• To administer minor first aid or deal with health requirements as needed and to maintain any necessary records (subject to suitable training and instruction being provided) • To undertake remedial cleaning duties within allocated day houses and keep all allocated day houses tidy and litter free • To assist the Day Housemasters with organising any necessary maintenance or repair work • To liaise with the Domestic Services Manager in relation to any cleaning issues in the day houses. • To assist pupils with general queries or follow up on enquiries as appropriate • To attend relevant training as required • To undertake other duties that may be reasonably be assigned by the Senior Day Housemaster, Day Housemasters or other members of the school's core management team. • To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information. • To always promote equality, diversity and inclusion in all that the school does. Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Day House Supervisor

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good standard of education - GCSE passes or equivalent in English and Mathematics	Qualified first aider	<i>Certificates</i>
Experience	Experience of supervising children, particularly older children (age 13-18)	Experience of supervising children in a school or educational setting	<i>Application form and references</i>
Skills and Knowledge	Strong communication and interpersonal skills – able to interact well with a wide variety of people Able to demonstrate good organisational and time management skills Confident using ICT, including experience with Word, Excel, PowerPoint and Outlook	Understanding of safeguarding, health and safety and security issues within a school setting	<i>Application form, references & interview</i>
Personal competencies and qualities	Able to gain the respect of and manage groups of children/teenagers Able to remain calm under pressure and use own initiative Flexible, resilient and well organised Approachable and positive with a 'can do' attitude Willing to undertake training as appropriate		<i>Interview and references</i>