

**MAGDALEN COLLEGE SCHOOL**

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment***

**JOB DESCRIPTION**

Post Title	Senior Site and Student Supervisor
Postholder	
Hours of work	30 hours per week, 38 weeks per year
Reporting to	Assistant headteacher
Specific responsibilities of the post	<ul style="list-style-type: none"> <li>• To ensure that levels of supervision are arranged consistently by deploying staff appropriately and strategically and co-ordinating teams around the school site.</li> <li>• To ensure that levels of supervision are maintained in case of absence within teams.</li> <li>• To ensure that students have activities to take part in every day by ensuring that all equipment is consistently available at every break time</li> <li>• To ensure that the behaviour of students at break times is consistently good by ensuring site and student supervisor have expectations of uniform, behaviour, and standards</li> <li>• To ensure that students behave whilst transitioning from Waynflete site to St. John's site so that students are safe and mindful of members of the public.</li> <li>• To ensure that policies and procedures are followed so that any concerns within the team are dealt with quickly and appropriately</li> <li>• To ensure the team are effective in their roles by implementing appropriate HR policies and procedures</li> <li>• To ensure that appraisals are completed to a high standard according to the school policy</li> <li>• To ensure that poor behaviour is reported to student services so that concerns can be followed up by pastoral staff.</li> <li>• To report immediately to a member of the Leadership group, any health and safety concerns, arising from maintenance, construction, weather, or any other factors.</li> <li>• To deal with minor accidents or illness and report any serious accidents, incidents, or illness to Reception/Student Services immediately.</li> <li>• To ensure that staff are deployed to clean areas of the school in accordance with a prescribed cleaning schedule.</li> <li>• To carry out any other reasonable tasks commensurate with the post, as directed by a member of the Senior Leadership Team.</li> </ul>
Responsibilities as a member of staff	1. To ensure that the safety and welfare of all students is given priority at all times

	<ol style="list-style-type: none"> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
<p>Personal Qualities; the postholder is expected to be:</p>	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Committed to team work within all aspects of the school</li> <li>4. Proactive in terms of furthering their knowledge and skills</li> <li>5. Punctual for all commitments</li> <li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Signed .....Post holder

.....Line manager

Date .....