



## JOB DESCRIPTION

<b>POST:</b>	On Call & Lunchtime Supervisor
<b>GRADE:</b>	Grade E (SCP 6-9)
<b>RESPONSIBLE TO:</b>	Assistant Headteacher
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	To support the smooth running of the school day by supervising students during unstructured times and responding to on-call requests to ensure a safe, calm, and positive learning environment.
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>On-Call Duties</b>	<ul style="list-style-type: none"><li>• Respond promptly to on-call requests from teaching staff to provide support with classroom management.</li><li>• Assist in de-escalating low-level disruption and following school behaviour policies.</li><li>• Escort students to designated areas (e.g. reflection room, isolation, toilets, pastoral office) when required.</li><li>• Record incidents and ensure accurate communication with relevant staff.</li></ul>
<b>Lunchtime Supervision</b>	<ul style="list-style-type: none"><li>• Supervise students in dining halls, playgrounds, corridors, and other communal areas.</li><li>• Promote positive behaviour, ensuring students are safe and respectful of others.</li><li>• Deal with minor incidents and report any concerns to the duty manager or pastoral team.</li><li>• Support the organisation of queues, movement around school, and safe use of facilities.</li></ul>



<b>General Duties</b>	<ul style="list-style-type: none"><li>• Build positive relationships with students, acting as a role model.</li><li>• Work collaboratively with colleagues to ensure consistency in behaviour management.</li><li>• Uphold safeguarding, health and safety, and child protection policies always.</li><li>• Undertake any additional duties reasonably requested by line management to support the smooth running of the school.</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li></ul>
<b>Data Protection</b>	<ul style="list-style-type: none"><li>• To comply with the school's policies and supporting documentation in relation to information governance this includes Data Protection, information security and confidentiality.</li></ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>• To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure.</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.</li><li>• To develop own understanding of equality issues.</li></ul>
<b>Flexibility</b>	<ul style="list-style-type: none"><li>• To respond to any reasonable request made by the Headteacher commensurate with the grading for this post.</li><li>• Thirsk School &amp; Sixth Form College provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with school policies and procedures.</li></ul>



<b>Customer Service</b>	<ul style="list-style-type: none"><li>• Thirsk School &amp; Sixth Form College provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with school policies and procedures.</li><li>• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li><li>• The school requires that staff offer the best level of service to its students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.</li><li>• To understand your role and its limits, and the importance of providing care or support.</li></ul>
<b>Date of Issue:</b>	25 <sup>th</sup> September 2025



## PERSON SPECIFICATION

### On Call & Lunchtime Supervisor (Grade E)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"><li>• Strong interpersonal and communication skills.</li><li>• Ability to remain calm under pressure and deal with challenging behaviour confidently.</li><li>• Reliable, punctual, and flexible.</li><li>• Commitment to safeguarding and promoting the welfare of children.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience working with young people.</li><li>• Knowledge of school behaviour policies or similar frameworks.</li></ul>

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas.