



Job Description

Job Title:	Lower School Supervisor
Department:	Pastoral
Responsible to:	HM Russell Dore
Last Reviewed:	August 2021

Job Outline:

Supporting the HM Russell Dore in the day to day running of the Lower School in a supervisory role

Hours (3 possible roles)

2 roles 4.30-6.30pm Monday to Friday

1 role 4.30-7.30pm Monday to Friday

Main Duties (Training will be given)

Welfare, Health & Safety

- To take responsibility for the wellbeing of pupils at all times when on duty, including reporting of issues to House staff and recording on CPOMS.
- To provide a friendly, open environment for pupils to seek help.
- To support the HM in the day-to-day running of the House when on duty.
- To be the 'responsible adult' in house if necessary when on duty.
- To act as first aider in the event of a medical emergency.
- Liaise with the Health Centre with regards to ill pupils
- Chaperoning pupils to hospital in emergency, in ambulance or in a taxi as required.
- Respond appropriately to any fire alarm sounding, investigating the cause of the alarm and evacuating the building ensuring your own personal safety and that of the pupils and other staff within the house.

Administrative

- To assist as necessary with tracking down pupils. Access to SOCS and Registration system will be given.
- To assist the HM with routine administrative tasks as required.
- To be available to the HM when on duty for updates/discussions/briefings on activities and events in the House

Day-to-day

- Provide a supervising presence in the Russell Dore building at set times during the week.
- Be dressed appropriate to the role – smart office dress (meeting parents is very likely daily) or school provided branded clothing.
- Report any required maintenance works to the HM Russell Dore.
- To ensure that all safety precautions are taken to ensure your personal safety and the safety of others.
- To report to the HM Russell Dore any items requiring repair.

General Duties:

- To undertake duties in line with established Haileybury practices and protocols.
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the College's staff.
- To undertake appropriate training to ensure that skills remain up-to-date as necessary.
- At all times to carry out duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the HM Russell Dore. You should read and understand the Haileybury Health and Safety Policy, which will be made available to you at your place of work.
- To undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer IDs and passwords.
- To undertake your responsibilities to promote the safety and wellbeing of children and young people;
- Such other duties as required to ensure the smooth running of the Lower School, including assisting other members of the Pastoral team as and when required.

It should be noted that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Haileybury requires its employees to take a flexible approach to working and encourages team working between different departments. Therefore, throughout their career at the College, the job holder will be required to undertake any duties (operational or administrative), as required by the HM, Deputy Master or the Bursar, which falls within their capabilities and during their scheduled working hours and which are in accordance with the usual practice of an independent boarding school. The job description may be amended to meet the needs of the College.

Appraisal

The Lower School supervisor would participate in a yearly appraisal run by the HM and reviewed by the Head of Boarding.

Professional development will be supported where and if appropriate

Child Protection at Haileybury

Though the above role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury. The child protection guidance for all non-teaching staff at Haileybury is as follows.

The College values the excellent relationships between pupils and members of staff. One of the benefits of these open and friendly relationships is that there are a large number of adults available for pupils to discuss their worries or concerns with.

There may be times when you become concerned about a pupil who might, for any reason, be unhappy or frightened. If you have such concerns, or if a pupil or another adult approaches you with such worries, it is important that you follow the procedure below.

- (1) If a pupil or another adult comes to you with an allegation or suspicion of abuse or bullying, you should react sympathetically. Listen to their concerns but avoid asking questions.
- (2) As soon as possible after the conversation contact either the Head of Lower School (Dr Laura Pugsley) who acts as the DSL for child protection for the College or Mr Simon Heard or Dr Lucy Johnson, who act as Deputy DSL's for child protection.
- (3) Never give an unconditional promise of confidentiality. Make it clear that the information will be shared with the persons responsible for child welfare.

The Head of Lower School is always available for help and guidance on issues concerning pupil welfare. She can be contacted on:

- 01992 706284 (Office)
- 07384 254505 (For Serious Cases)

As part of your induction, the Human Resources Department will issue you with a small card which provides the above guidance. Please ensure that you keep this card with you at all times when on the Haileybury site.

Data Protection at Haileybury

The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Effective organisations are those where staff work cooperatively together within a positive ethos and culture. Staff at Haileybury are expected to work together showing respect, courtesy and helpfulness, whatever the staff member's position in the College. Colleagues should try to see and appreciate what others are doing and appreciate that the provision that we offer our pupils can flourish only with the active assistance of all concerned.

Required Skills

Essential

Personal Qualities:

- Reliable
- Punctual
- Smart appearance
- Polite
- Confident
- Well organised
- Team player
- Able to work on own initiative
- Ability to learn
- Good communication skills at all levels
- Good listening skills

- Honest
- Resourceful
- Flexible
- Self motivated
- Literate
- The ability to work in a way that promotes the safety and wellbeing of children and young people.

Experience:

- Working within a school or with children
- Basic IT skills
- Basic administration skills

Desirable

Experience:

- Experience in working in a school or other educational establishment
- Supervisory Skills
- First Aid
- Applying health and safety at work.