

## BRUMMANA HIGH SCHOOL

### JOB DESCRIPTION

#### SUPERVISOR - ELEMENTARY SECTION

*Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in the academic, arts and sports spheres and aims to promote integrity amongst its staff and students. Each member of the school community ensures that students' needs from diverse backgrounds are met. Students are prepared to become responsible citizens and life-long learners, respecting each other and helping the community.*

This job description is used as part of the Supervisor's contract, so that both he/she and the line manager know what is expected.

#### **Line management**

The Supervisor reports to the Head of Elementary Section. During the school holidays, if the Head of Elementary Section has not assigned work, the Supervisor reports to the Bursar.

#### **Hours**

This post is subject to the employment laws. A continually updated copy is available in the Bursar's Office.

Working hours: Monday to Friday. Eight working hours each day starting at 7:15am and finishing at 3:30pm and including a 15 minute break.

Holidays: Government holidays plus annual vacation of 15 working days.

#### **General responsibilities**

1. To support and maintain the aims and values of the school
2. To respect the school's ethos, rules, and regulations
3. To help enforce the school's rules and regulations
4. To use mutual respect and courtesy as the basis for relationships with others
5. To maintain a professional attitude towards other staff, parents, and students
6. To report any health and safety concerns to the line manager
7. To respect and take care of school property and resources
8. To report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault to the line manager; and if required, to complete the Incident Report for the line manager's signature
9. To be responsible for providing supervision in gatherings of students e.g. assemblies, activities, and break times and to report any concerns to the line manager

#### **Specific responsibilities**

1. To ensure that all students are in their classrooms at the beginning of the school day and to check periodically during the day
2. To check that every classroom is covered by an adviser or a teacher, recording students and teachers late to class by entering the information in a computer file
3. To maintain discipline in the class until the responsible teacher arrives
4. To take care of substitute work for absent teachers (photocopying the right number of papers, if they have not been photocopied previously)
5. To stand in for absent teachers when no substitute is available
6. To check and collate all Daily Absence Slips and report on absences to the line manager
7. To check and follow up the daily incident forms submitted by teachers, photocopying and forwarding relevant information to the line manager
8. To check hallways, toilets, and the Lower School campus regularly
9. To ensure that all students are supervised during breaks
10. To be with students during break times and to help in setting activities
11. To be present at all after school activities involving Lower School students
12. To pass out messages and letters to students in class or breaks, as needed
13. To check that students allowed out of class have their leave slip and to send them back if they do not have one
14. To deal with students sent out of class according to the school's discipline policy

15. In cases of breaches of rules and regulations to give break detentions
16. To report all discipline problems to the line manager who will take further action when necessary
17. To ensure that all students have left the building at the end of the school day
18. To help invigilate weekly and term tests and entrance exams
19. To supervise detentions and report to the line manager on attendance
20. To organise a locker inspection at least twice each quarter
21. To assist in a practice emergency evacuation of students three times throughout the academic year (every 3 months)
22. To use basic computer skills to enter text and data in Word and Excel files for statistical analysis
23. To meet with the line manager on a regular basis
24. To undertake any other duties as may be reasonably be requested by the line manager

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