

JOB DESCRIPTION

POST TITLE:	Midday Supervisor (Primary)
JOB FAMILY:	Auxiliary Support Services
GRADE / BAND:	Grade B (SCP 2)
RESPONSIBLE TO:	Academy Leadership team
DIRECT REPORTS:	None
ROLE PURPOSE:	Supervise pupils under the direction of the Principal or Duty Manager to ensure the safety and wellbeing of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate

MAIN DUTIES AND RESPONSIBILITIES

- Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Principal or the Duty Manager in order to ensure the safety and good behaviour of the children.
- Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary.
- Maintenance of good order at all times to ensure school standards are adhered to.
- General assistance in the dining room e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.
- Supervision of movement of pupils to and from the dining room in order to ensure the safety and wellbeing of pupils.
- Assist in setting up and clearing away tables in the dining room.
- Ability to understand the health needs of pupils and administer basic first aid and to assist in administration of medication to pupils.

PERSON SPECIFICATION

Description	Essential / Desirable (E/D)	Evidence method	
Qualifications/Education			
Level 2 (GCSE A*-C) or equivalent in English and Maths	D	AF/C	
Experience			
Previous relevant experience	D	AF	
Previous experience working with the age group	D	AF	
Knowledge			
Knowledge of school standards and procedures	E	AF	
Knowledge of health and safety regulations within a school environment, e.g. Basic Health and Safety Training	E	AF	
Awareness of basic first aid and administration of medication and willingness to undertake these tasks	D	AF	
Skills/Abilities			
Empathy with children			I
Able to exert authority and give directions/instruction in a confident manner			I
Able to communicate with children and adults			I
Flexibility of approach			I
Ability to create a good relationship with the pupils and approachability			I
Other			
Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	E		I
Ability to work flexibly outside normal hours if necessary	E		A

GENERAL OBLIGATIONS

- Promoting and complying with EMAT's policies holistically including (but not limited to) Safeguarding, GDPR, Code of Conduct and Health and Safety both in the delivery of services and the treatment of others.
- Complying with and promoting equality legislation to advocate inclusion, diversity and equality. Taking steps to eliminate unlawful discrimination and behaviour, to advance equality of opportunity and foster good relations.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.
- All staff must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff to maintain data quality and security. Therefore, when inputting, updating and using EMAT information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on EMAT's website.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Trust policy, procedures and information

/ records management standards in the course of their duties. Supervisors and managers should ensure that staff understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

MODELLING OUR VALUES AND STRENGTHENING OUR CULTURE

Our vision is to ensure that all of our children and young people are prepared to learn for life by equipping them with the skills, experiences, and a high-quality education, empowering and motivating them to achieve their full potential now and in the future. This is underpinned by our aim to be the Educator and Employer of choice across all areas that we serve through our values of Empower, Motivate, Aspire and Transform

We model our values day to day to create an environment where all successful People within EMAT demonstrate the attributes, behaviours and outcomes that are needed in order to achieve the Trusts vision. Our actions are consistent with the seven principles of public life.

For our pupils, by ensuring all our children and young people are prepared to learn for life by equipping them with the skills, experiences, and quality first education, empowering and motivating them to achieve their full potential now and in the future.

For our People, by ensuring that at all levels of the organisation, without exception, we are committed to challenging ourselves and each other in the pursuit of professional standards, excellence and making EMAT an outstanding place to work and belong.

Our behaviours will be embedded in leadership and development training, recruitment and selection, promotion, development programmes and appraisal/PDR.

Our Cultural Expectations are:

1. Concern for People
2. Providing Opportunity to others and assisting in Self Development
3. Creating a culture of empowerment, motivation, achievement and transformation
4. Encouraging Team effort
5. Maintaining fairness, honesty and integrity
6. Having open, consistent and regular communication with each other
7. Encouraging Community and Inclusion
8. Encouraging Creativity
9. Being committed to Quality and Efficiency
10. Remaining attentive to our commercial needs
11. Dedication to improvement
12. Building EMAT on a basis of Need

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be reviewed periodically through Job Evaluation and Professional Development Reviews (PDR), in conjunction with the workforce Establishment, organisational Structures and Organisational Design (OD).

Reasonable adjustments, Flexible Working and Equality considerations are in line with the Equality Act 2010.

Key:

AF/E	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage AF/E, may not be considered for short-listing.

Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application stage (AF), may not be shortlisted.

All essential criteria above will also be discussed within EMATs – Professional Development Review (PDR) meetings.

The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in Professional Development Review (PDR) meetings.

A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to disability related absence/maternity related absence in line with current guidelines and equality legislation.

As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment in relation to the cultural expectations.

For more information on our cultural ethos please visit our website: <https://www.eastern-mat.co.uk/>