

Midday Supervisor

PURPOSE OF THE POST

To secure the safety, welfare (including personal care) and good conduct of pupils during the mid-day break period in accordance with the practices and procedures of the trust.

DUTIES AND RESPONSIBILITIES

(These duties may vary according to the pupils' special needs)

- To supervise pupils whilst they use the toilets and wash their hands, wash and change pupils where necessary.
- Attend to all personal care needs following individual care plans.
- Follow appropriate moving and handling procedures for all pupils.
- Communicate with pupils using verbal and non-verbal methods e.g., signing.
- Escort pupils to and from designated areas.
- Supervise pupils when lining up on the yard and whilst queueing for dinner. Collect pupils' dinner when assistance is required.
- Supervise pupils whilst eating their dinners.
- Cut up food for children and show them how to use their cutlery, if necessary and in some cases, feed pupils on an individual basis following the pupil's lunch-time support programme.
- Encourage pupils to tidy / clean up after finishing dinner.
- Prevent pupils from taking food outside the dinner hall.
- Manage and promote positive behaviour of pupils at all times.
- Ensure pupils do not leave designated areas without permission.
- Supervise pupils in designated areas inside as required, facilitating activities for pupils in these areas (i.e., play music, read a book, use sensory equipment).
- Collect play equipment from storage areas and return at the end of dinner.
- Organise and supervise activities in the designated areas.
- Attend to and report all accidents to the class teacher.
- Report to the Engagement and Wellbeing Team or Senior Leadership Team any concerns, e.g., safeguarding or health and safety concerns.
- To work as a member of a team and to co-operate with other members of staff within the school.

Midday Supervisor

- Use Team Teach de-escalation strategies in a highly effective manner.
- Use Team Teach positive handling appropriately in line with training.

CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

Midday Supervisor

CRITERIA

Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

ESSENTIAL

- Willingness to participate in relevant training and development opportunities.
- Willingness to complete Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required e.g., Moving and Handling training.

CRITERIA

Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

ESSENTIAL

- Ability to work effectively within a team environment, understanding supervision roles and responsibilities.
- Ability to build effective working relationships with all pupils and colleagues.
- Ability to promote a positive ethos and role model positive attributes.
- Ability to adapt own approach in accordance with pupil needs.
- Ability to ensure that pupils' care needs are met with dignity and respect.
- Ability to work effectively within a team environment, understanding supervision roles and responsibilities.
- Ability to build effective working relationships with all pupils and colleagues.
- Ability to promote a positive ethos and role model (high expectations of dignity and courtesy) when working across school to attend to pupils' care needs.
- Ability to work with children at all levels regardless of specific individual needs and identify learning styles as appropriate.
- Ability to adapt own approach in accordance with pupil needs.
- Ability to use basic technology.

CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and commitment to raising their educational achievements.
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.
- Demonstrate and promote the positive values, attitudes and behavior they expect from the pupils with whom they work.
- Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.
- Establish constructive relationships with parents and carers if necessary.

Midday Supervisor

- Able to improve their own practice through training observations, evaluations and discussion with colleagues.
- Able to follow written and verbal guidance to keep pupils safe e.g., physio and SALT programmes.