

## Job Description

<b>Post Title:</b>	<b>Midday Supervisor</b>
<b>Location:</b>	<b>Portland Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC02</b>
<b>Hours of work:</b>	<b>TTO – Part Time – 8 hours 20 minutes per week, 39 weeks per year</b>
<b>Reporting to:</b>	<b>Principal</b>

### Purpose of Role

To lead the play of children and assist in their supervision both in the dining area and play areas to ensure the orderly conduct, welfare and safety of pupils during the lunch break.

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties.

Each Midday Supervisor will be allocated areas and/or children for whom (s)he will be responsible each day. In this area, the Midday Supervisor will be proactive in engaging children in a variety of games and activities. This could vary from day to day on a rota basis. Although the area will be divided so that each Midday Supervisor looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away. A Midday Supervisor may also be allocated a specific child to support during the lunchtime break. The main areas of work responsibility will be the dining room, the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal (and the classrooms when a 'wet break' determines that the period is spent indoors). A high standard of behaviour is required from the children and it is important that this should be maintained throughout the dinner period which should be a happy and fun time for all! The Midday Supervisor must act as a responsible, caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly. The Midday Supervisor must be aware of how to get access to the first aid equipment, the telephone, and be aware of the First Aid procedures, emergency evacuation procedures, and safeguarding policies.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

### Main Duties and Responsibilities

- The safe supervision of pupils in the dining areas and the outdoor areas.
- Leading a variety of play in the outdoor areas to ensure that children have a physically active and fun play-time.
- Ensuring that children are engaged happily during the lunchtime break with a variety of games and activities to choose from.
- Attending Midday Supervisor meetings to share good practice and reflect on the week
- Supervising and supporting children on a one-to-one basis where necessary

- Ensure that dining areas and tables are left clean and tidy.
- Ensure high standards of beautiful behaviour are maintained inside and outside of the dining area.
- To supervise the movement of pupils to and from dining areas.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- Setting up and clearing away the tables and equipment in the dining hall, working in collaboration with the catering team.
- Supervising children in classrooms in bad weather.
- Attending training opportunities as necessary (i.e. First Aid, Safeguarding).
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

### General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust.

### Additional Information

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name of Postholder:
Signature:
Date:

Jan 2023

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Good literacy and numeracy skills gained from general education or equivalent	√	
Experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area, provide breakfast to pupils,	√	
Previous experience working in an educational environment		√
Previous experience of delivering sporting or active play involving children		√