

**Job Title:** Midday Supervisor

**Responsible To:** Headteacher and Local Governing Body

**Grade:** PCD3 - Grade 3, SCP3-4

Ellenborough Academy is committed to providing a nurturing and supportive environment where all children can be successful. Our aims are to foster a love of learning, care and compassion and enriched and fulfilled lives.

### **Trust Values**

Every member of the Trust family of schools will be valued and encouraged to fulfil their potential.

In our Trust we believe:

- Everyone has something to offer
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work
- We are here for the whole person, spiritually, morally, educationally and socially
- In working with transparency and openness

### **Main Purpose**

Assisting the Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school.

- Supervision and control of pupils in relation to the school Health and Safety and Behaviour Policy
- Taking responsibility for initiating appropriate strategies to manage playground behaviour.
- Taking responsibility for initiating appropriate strategies to manage indoor behaviour due to inclement weather.

### **Key Responsibilities & Tasks**

#### **1. Supervision and Control of Pupils.**

- Ensuring the supervision of pupils at appropriate times and organising the effective transfer of responsibilities for pupils' welfare between midday staff and teachers
- Ensuring that all minor problems and infringements of disciplinary rules are dealt with swiftly and effectively, reporting persistent unruly behaviour or more serious breaches of discipline to a senior member of the teaching staff by the processes established in school. Reporting any emergency or serious incident to the Headteacher immediately
- Dealing with minor accidents and securing first aid assistance for these and for serious incidents in accordance with the procedures in school
- Ensuring that health and safety practices and procedures affecting pupils are maintained during the midday break
- Assisting where necessary in ensuring that persons on the premises who are not pupils or staff are authorised and appropriately dealt with (in accordance with guidance issued from time to time)
- Liaising with kitchen/dining room staff to ensure smooth meal service. Supervising and assisting pupils with their food where necessary. Supporting any Trust/school policies regarding meals provision.
- Setting up and clearing away tables in the dining room if required

**2. Child Protection**

- To have due regard for safeguarding and promoting the welfare of pupils and to follow child protection procedures.
- To undertake first aid training as appropriate and other identified training as appropriate.

**3. Promote Healthy Eating**

Actively promote the school meals service to pupils to increase awareness of healthy eating and the uptake of healthy school meals.

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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

This post will be subject to satisfaction of an enhanced DBS check.

## Midday Supervisor - Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Training/Competencies</b>		Relevant NVQ2 or experience First Aid training
<b>Relevant Experience</b>	Experience of communicating well at all levels.  Experience of working constructively as part of a team, understanding roles and responsibilities and own position within these.	Working with or caring for pupils of a relevant age
<b>Knowledge</b>		Awareness of practices and procedures within education relating to the welfare and safety of pupils
<b>Skills/Ability</b>	Ability to relate well with children & adults	
<b>Personal Skills</b>	Understand, have sympathy for and work within the Christian values and ethos of the Good Shepherd Trust.	Flexible approach. Good communicate skills.