

## Job Description

### Midday Supervisor

<b>Reporting to:</b>	Midday Manager;
<b>Liaising with:</b>	This post involves working closely with the Headteacher and the Midday Manager as the wider school team;
<b>Grade/Salary:</b>	Band 1 (SCP 1-3)
<b>Hours of work:</b>	

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#### Main Purpose:

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

#### Duties & Responsibilities:

##### Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play);
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher;
- Monitor pupils that aren't engaging in play and feedback any concerns to class teacher;

##### Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area;
- Manage pupils' entrance and exit from the lunch area in an orderly manner;
- Clean up food and water spillages;

##### Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks;
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider;
- Record details of incidents in line with the school's reporting procedures;
- Be aware of and support pupils with medical/dietary needs;
- Promote the school's policy around healthy eating to pupils;
- Feedback concerns relating to pupils' health and safety to a senior member of staff

##### Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy;
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour Policy;

- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment;
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour;

#### Play

- Organise play activities to encourage pupils to play and make use of play equipment;
- Offer educational instruction where needed to help pupils to share play equipment;
- Help to resolve issues between pupils during play activities;

#### Safeguarding

- Make sure pupils remain on the school premises during the midday break;
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals;

The Midday Supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Midday Supervisor

<b>A. Training &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	A	
First Aid training (or willingness to complete it)	A & I	
Commitment to ongoing professional development	A	

<b>B. Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people in an educational environment.		A & I
Working and collaborating with a team		A & I
Ability to respond quickly and effectively to issues that arise	I	
Ability to use own initiative and take action accordingly	I	
Effective communication with adults and children	I	
Ability to follow instructions from senior team members	I	
Ability to have a firm but fair approach towards handling behaviour issues in line with the school's policies	I	
Ability to build effective working relationships with colleagues	I	

<b>C. Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Enjoyment of working with children	I	
Commitment to supporting and understanding pupil needs	I	
Uphold and promote the Catholic ethos and values of the school	I	
Commitment to maintaining confidentiality at all times	I	
Commitment to safeguarding, equality, diversity and inclusion	I	

<b>D. Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	I	

<b>D. Personal Attributes (continued)</b>	<b>Essential</b>	<b>Desirable</b>
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	