



## Midday Supervisor

<b>Job Title:</b>	Midday Supervisor
<b>Pay Scale:</b>	Outer London NJC 1C3 or Surrey Pay scale PS1/2
<b>Reports to:</b>	Lead Midday Supervisor/ Principal
<b>Main purpose of the post:</b> To assist the Lead Midday Supervisor in providing supervision and play activities on the premises during the midday break.	
<b>Employment Duties:</b> This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract. <ul style="list-style-type: none"> <li>• To be familiar with and able to put into practice safeguarding policies and procedures.</li> <li>• To work in close cooperation with other school staff, being part of the school team.</li> <li>• To have high expectations of behaviour and discipline at all times, following the school's Behaviour and Anti-Bullying policies.</li> <li>• To carry out other duties of a similar nature from time to time as may be required by the School Principal.</li> </ul>	
<b>Key Tasks and Activities:</b> <ul style="list-style-type: none"> <li>• General supervision of pupils during the lunch period, in the dining hall, playground (and classrooms in poor weather).</li> <li>• To supervise pupils, including:               <ul style="list-style-type: none"> <li>○ Washing hands before eating.</li> <li>○ Checking that pupils are not playing in toilets, cloakrooms etc.</li> <li>○ Dealing with pupils who have been sick (including cleaning up any mess where necessary).</li> <li>○ Ensuring pupils tidy up/clear up in a satisfactory manner.</li> </ul> </li> <li>• To report difficult pupils and unruly behaviour to the Lead Midday or member of staff.</li> <li>• To deal with first aid matters and report serious incidents to the office staff and/or School Principal immediately they occur.</li> <li>• To interact with the pupils by organising games and equipment.</li> </ul>	
<b>General Information:</b>	
Equality of Opportunity	<ul style="list-style-type: none"> <li>• As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> </ul>



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Confidentiality and Data Protection	<ul style="list-style-type: none"> <li>To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> <li>Any other duties as reasonably required by any manager of the school.</li> <li>Participating in the ongoing development, implementation and monitoring of the school development plan.</li> <li>Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
Child Protection	<ul style="list-style-type: none"> <li>Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li> </ul>

### Personal Specification:

#### Training and Qualifications

- A relevant NVQ2/3 - Desirable.

#### Experience, Knowledge and Skills

- Experience of working with children with the ability to relate well to them.
- Good communication skills - both written and oral - and ability to communicate well with both children and adults.
- Be able to develop, organise and supervise play activities and opportunities during the lunch break.
- Be willing to undergo training, as required, in order to develop further in the role of Midday Supervisor.
- Be willing to work as part of an established team under the direction of the Lead Midday Supervisor.
- Will ideally have some first aid experience and be willing and able to deal with minor first aid. (Training can be arranged, if necessary)
- To be familiar with and able to put into practice safeguarding policies and procedures.

#### Personal Qualities

- Be patient and calm by nature.
- Be firm but fair in matters of discipline.
- Be a good role model to the children.
- Be aware of equal opportunity issues.
- Be aware of, and able to maintain, the confidentiality aspects of the job.

Agreed by: ..... Date .....



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This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.