

# Job Description

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**Job Title:** Midday Supervisor

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**Location:** Norwich Primary Academy

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<b>Job title</b>	<b>Midday Supervisor</b>
<b>Salary Scale</b>	<b>Support Scale B</b>
<b>Hours of Work</b>	<b>Part time – 7.5 hours per week over 5 days</b>
<b>Weeks Worked</b>	<b>39 weeks</b>
<b>Responsible to</b>	<b>Assistant Principal</b>
<b>Location</b>	<b>Norwich Primary Academy</b>

### Main purpose of the role

- To supervise pupils under the direction of the Principal/Senior Leadership of Senior Midday Supervisor
- To ensure the safety and wellbeing of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate

### Organisational relationships

- Reporting to the Assistant Principal
- Liaison with Trust staff, external specialists and stakeholders, parents, carers, visitors and volunteers.

### Principal accountabilities and responsibilities

<b>Overall</b>	<ul style="list-style-type: none"> <li>• Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Senior Midday Supervisor or the Principal in order to ensure the safety and good behaviour of the children.</li> <li>• Supervision of children during the meal to ensure that a good atmosphere is maintained.</li> <li>• Encourage good eating habits and assist younger children where necessary.</li> <li>• The maintenance of good order at all times to ensure school standards are adhered with.</li> <li>• General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.</li> <li>• Supervision of movement of pupils to and from the dining room in order to ensure the safety and well being of the pupils.</li> <li>• Set up and clear away tables in the dining room.</li> </ul>
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### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

## **Performance Management**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## **Context**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

## **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spend" under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Professional Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Empathy with children</li> <li>• Able to exert authority and give directions/instruction in a confident manner</li> <li>• Able to communicate with children and adults</li> <li>• Flexibility</li> <li>• Approachability</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of health and safety within a school environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school standards and procedures</li> <li>• First Aid Training or willingness to undertake training offered by the academy</li> <li>• Awareness of how to obtain information on children's allergies or asthma, etc and how to use epipens, etc.</li> </ul>

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Signature .....

Date .....

Name .....