

**Job description  
Midday Supervisor**

The post holder will work within the Midday Team to carry out lunchtime supervision, assist with pupil welfare and keep common areas in a clean and tidy condition.

**Job purpose**

- To provide support and care for children during lunchtimes.
- To promote the inclusion of all pupils within the playground and in the dinner hall.
- To establish and promote positive relationships with pupils, acting as a role model and setting high expectations.
- To contribute to the management of pupil behaviour.
- To promote and adhere to safeguarding arrangements.
- To uphold and promote the Catholic identity of the school.

**Specific responsibilities**

- To be aware of school policies and procedures and follow the school ethos.
- To be aware of all safeguarding issues within school.
- To attend relevant meetings and keep up to date with day-to-day work of the school.
- To promote social and emotional development of pupils and help develop positive self-esteem.
- To observe and report to the class teacher about children, during the lunch period.
- To promote children's independent play.
- To respect the confidentiality of sensitive information divulged by staff, parents and pupils.
- To administer basic first aid.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*

**Person specification**

CATEGORY/ITEM	ESSENTIAL	DESIRABLE	EVIDENCE
<p><b>Experience</b></p> <p>Experience of working with members of the public including young people in the 4 – 11 age range</p> <p>Experience of completing cleaning tasks/good housekeeping</p>	<p>✓</p> <p>✓</p>		<p>ARI</p> <p>ARI</p>
<p><b>Education and Training</b></p> <p>Good literacy and numeracy skills gained from general education or equivalent experience</p> <p>Willingness to undertake training</p>	<p>✓</p> <p>✓</p>		<p>ARI</p> <p>AI</p>
<p><b>Knowledge</b></p> <p>An awareness of children with special educational needs (dietary/emotional/physical)</p> <p>An awareness of pupils on special restricted diets for medical reasons</p> <p>An awareness of safeguarding practices</p>		<p>✓</p> <p>✓</p> <p>✓</p>	<p>AI</p> <p>AI</p> <p>AI</p>
<p><b>Skills/Aptitudes</b></p> <p>Good organisational skills</p> <p>Teamwork</p>	<p>✓</p> <p>✓</p>		<p>ARI</p> <p>ARI</p>

Flexibility/adaptability	✓		ARI
Good communication skills	✓		ARI
<b>Suitability to work with children</b>			
Enhanced DBS	✓		ARI

A Application Form

R References

I Interview

T Test