Oak Hill Academy West London
an Aspirations Academy

Job Description - Midday Supervisor

Midday Supervisors are directly responsible to the Business Manager. They are expected to take a share in all duties and responsibilities for children during the midday break.

Midday Supervisors will need to be aware of relevant school's policies (Behaviour Management, P.S.H.E. and Health & Safety) and their role in implementing them.

These duties include:

1. Supervising children during lunchtime both in the dining hall, the playground, or classroom during wet or inclement weather
2. Moving lunch crates to and from the dining room
3. Developing positive and caring relationships with the children. This includes encouraging them to take part in stimulating activities whether indoors or out. It also includes taking an interest in helping them to develop these interests further
4. Having high expectations and actively encouraging children to adhere to these
5. Responding to children's individual needs in ways consistent with school ethos and equal opportunities policy
6. Encouraging safe, responsible play within acceptable boundaries
7. Encouraging our children to respond and interact politely and considerately with their peers and adults
8. Using an agreed and consistent approach to dealing with incidents and the management of children's behaviour
9. Being a positive role model for children
10. Liaison with appropriate members of staff in relationship with 6. above
11. Working within the school's agreed guidelines for Midday Supervisors particularly concerning avoidance and handling of confrontation
12. Attending school and Trust-based INSET to develop behaviour management and other appropriate skills
13. Familiarisation and compliance with the school's policy and guidelines on Equal Opportunities, Behaviour and Child Protection
14. Being aware of Health and Safety issues
15. Working as part of a team

Midday Supervisors are a vital part of the management structure of the school. It is important that both expectations and management of children's behaviour is consistent with that of other members of staff within the school. It is essential that a strictly professional attitude be maintained with both children and their parents. Individual children, incidents, queries or concerns should never be discussed other than with the child's teacher / Principal / Vice Principal.

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Person Specification

JOB TITLE: **Midday Supervisor**
GRADE: **Scale 1**

Skills/Ability/Knowledge

- Ability to relate effectively to children and adults
- Ability to accept instructions and follow procedures
- Some knowledge of simple first aid treatment
- Awareness of safety requirements
- Ability to control large numbers of pupils
- Ability to work as a member of a whole school team
- Ability to work unsupervised
- Ability to work under pressure

Experience

- Previous dealings with children.

Equal Opportunities

- Understanding and willingness to implement the LEA's Equal Opportunities policies.
- Awareness of the needs of pupils with physical disabilities.

Other Factors

- Physical fitness: to the requirements of the Occupational Health Physician.
- To have a liking for children.
- Initiative and common sense.
