

Job Description

POST TITLE:	Midday Supervisor
HOURS OF WORK:	1.20pm - 2.05pm
RESPONSIBLE TO:	Associate Assistant Head of School (<i>subject to review</i>)
PURPOSE OF THE JOB:	To supervise students during the lunch period.

MAIN RESPONSIBILITIES:

1. Midday Supervision

- Under the direction of the Duty Team Leader, supervise students during the lunchtime period in accordance with procedures.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy.
- Inform the Student Services Officers of any concerns regarding a student's behaviour during the lunchtime period.
- Undertake any other duties consistent with the post.

2. Support for the School

- Attend and actively participate in Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in school events and activities.
- Develop and maintain effective working relationships with staff and students.

GENERAL NOTES:

- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Person Specification

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Criteria	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> ➤ Good educational background with GCSE or equivalent in English Language 	<ul style="list-style-type: none"> ➤ First-Aid qualification
Experience		<ul style="list-style-type: none"> ➤ Previous experience of working as a Midday Supervisor ➤ Previous experience of working in an educational environment
Skills/Abilities	<ul style="list-style-type: none"> ➤ Good timekeeping and organisational skills ➤ Ability to work as part of a team ➤ Ability to use own initiative ➤ Ability to remain calm ➤ Ability to liaise positively with children and staff ➤ Adaptable in a variety of situations ➤ Patience when dealing with children ➤ A positive and sensitive attitude ➤ Ability to deal with challenging behaviour 	<ul style="list-style-type: none"> ➤ Ability to demonstrate good behaviour management strategies
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Appreciation of absolute confidentiality of information received in school ➤ To fully understand issues associated with safeguarding 	
Other Requirements	<ul style="list-style-type: none"> ➤ Willingness to undertake training, as required 	
Safeguarding Competencies	<ul style="list-style-type: none"> ➤ Commitment to promoting and safeguarding the welfare of all staff and students ➤ Demonstrates empathy for the concerns of others ➤ Shows respect for other's feelings, views and circumstances ➤ Seeks and uses professional support appropriately ➤ Can demonstrate flexibility of approach ➤ Shows a personal commitment towards safeguarding children 	