

Job description and person specification

Midday Supervisor

Post Title:		Midday Supervisor
Location:		Elmsleigh Infant & Nursery School, Queens Drive, Swadlincote, DE11 0EG
Purpose:		<ul style="list-style-type: none"> Working as part of a team of Midday Supervisors to secure the safety and welfare of pupils with autism and other special educational needs during the midday break. This will involve effective supervision of pupils in and about the school premises and site in accordance with school policies.
Reporting to:		Senior Leadership Team
Responsible for:		n/a
Liaising with:		n/a
Working Time:		7.5 hours per week, 40 weeks per year (TTO+1)
Salary/Grade:		Grade 03 (Point 02) Actual Salary £4,230.23 (£12.26 per hour)
Disclosure level		Enhanced
PRINCIPLE RESPONSIBILITIES		
To achieve the above		<p>Supervision</p> <ul style="list-style-type: none"> Supervise pupils in the lunch area, playground and classrooms (for wet play) Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher Monitor pupils that aren't engaging in play and feed back any concerns to class teachers Teach / encourage pupils to use their table manners; sitting sensibly, using cutlery Support children to try new foods and learn to be independent such as cutting their own food. <p>Organisation</p> <ul style="list-style-type: none"> Set up and put away the playground equipment and other equipment needed.

	<ul style="list-style-type: none"> • Manage pupils' entrance and exit from the lunch area in an orderly manner • Clean up food and water spillages • Manage wet play safely with a strategic plan <p>Health and safety</p> <ul style="list-style-type: none"> • Observe pupils and the environment and take action to minimise any identified health and safety risks • Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider • Take an active role in ensuring safety on the playground with pupils with individual health care plans and risk assessments by making sure that you have read and understood. • Record details of incidents in line with the school's reporting procedures • Be aware of and support pupils with medical/dietary needs • Promote the school's policy around healthy eating to pupils • Feed back concerns relating to pupils' health and safety to a senior member of staff <p>Behaviour</p> <ul style="list-style-type: none"> • Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy • Enforce good behaviour using school values <ul style="list-style-type: none"> ○ Responsibility ○ Community ○ Respect ○ Reliance ○ Ambition ○ Compassion • Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy • Implement Zones of Regulation to help support pupils emotions and deescalate behaviour • Make sure children tidy up after themselves in the lunch area and when using play resources/equipment • Follow any directions from class teachers on supporting specific pupils with challenging behaviour in line with their behaviour plan.
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		<p>Play</p> <ul style="list-style-type: none"> • Organise play activities to encourage pupils to play and make use of play equipment • Role model play to children to support their social and mental development • Offer educational instruction where needed to help pupils to share play equipment • Help to resolve issues between pupils during play activities <p>Safeguarding</p> <ul style="list-style-type: none"> • Make sure pupils remain on the school premises during the midday break • Look out for any unidentified visitors approaching the school and follow the school’s procedures for approaching/reporting individuals • Take an active role in ensuring the safety of all pupils by reporting concerns using schools system to the DSL. ➤ Report any environmental safeguarding factors to a senior member of staff. <ul style="list-style-type: none"> • •
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Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Midday Supervisor

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		First Aid certificate
Experience	Experience of working with children and young people (either paid or unpaid).	Experience of supervising pupils in a school environment.
Knowledge	Knowledge of basic Health and Safety and First Aid.	A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.
Skills & Ability	<p>Effective communication skills.</p> <p>Ability to work effectively as part of a team and to apply given instructions.</p> <p>Ability to react calmly and quickly in an emergency.</p> <p>Ability to maintain confidentiality.</p>	