



## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>1/2CLES</b>	<b>Role Title</b>	<b>Midday Supervisor</b>
<b>Grade</b>	<b>P1/2</b>	<b>Reports to (role title)</b>	<b>Home School Link Worker</b>
<b>JE Band</b>	<b>98-113</b>	<b>School</b>	<b>The Howard Partnership Trust</b>
		<b>Date Role Profile created</b>	<b>March 2023</b>

### Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	To supervise children in the dining and play areas during lunch time breaks. To ensure orderly conduct and promote good mealtime and positive play experiences in a safe and proactive manner. To meet the needs of all pupils in terms of safety, security and general wellbeing.
<b>THPT Work Context and Generic Responsibilities</b>	Maintain confidentiality in and outside of the workplace. Be pro-active in matters relating to health and safety and report accidents as required. Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and attendance. Uphold and support the School's Policies and procedures on the Safeguarding of young people. To work with Occupational Therapy to assist in implementing suggested strategies at lunch time.
<b>Line management responsibility</b> if applicable	N/A
<b>Budget responsibility</b>	

if applicable	N/A
<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b><u>Analysis, Reporting &amp; Documentation</u></b></p> <ul style="list-style-type: none"> <li>• Carry out simple and repetitive tasks such as data input, sorting/distributing mail, photocopying and filing.</li> <li>• Prepare pro-forma correspondence for approval by others before dispatch.</li> </ul> <p><b><u>Service Delivery</u></b></p> <ul style="list-style-type: none"> <li>• Assist team members with simple administrative and/or support activities to contribute to the smooth running of the work unit.</li> </ul> <p><b><u>Planning &amp; Organising</u></b></p> <ul style="list-style-type: none"> <li>• Make simple arrangements and bookings under detailed instructions, help prepare straightforward materials to assist in the effective organisation of internal/external activities.</li> </ul> <p><b><u>Work with others</u></b></p> <ul style="list-style-type: none"> <li>• May receive visitors and action basic enquiries in a courteous manner to promote a positive image of the work unit.</li> </ul> <p><b><u>Duties for all</u></b></p> <p>Values: To uphold the values and behaviours of the organisation.  Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p><b><u>The Core National Standards for Supporting Teaching &amp; Learning:</u></b></p> <p>To understand and carry out the role in line with agreed standards, expectations &amp; qualifications.  To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy.</li> <li>• Ability to understand basic health and safety and hygiene and other relevant procedures.</li> <li>• Able to operate basic equipment.</li> <li>• Good listening skills and enthusiasm to learn.</li> <li>• Accuracy and ability to follow instructions.</li> <li>• Able to exchange basic information verbally or in writing.</li> <li>• May be required to undertake manual handling and physically demanding work.</li> <li>• Basic IT skills</li> </ul>

**Details of the specific qualifications and/or experience if required for the role in line with the above description**

**Values and Behaviours**

We are a values-based organisation and seek to recruit individuals who can demonstrate our values.

Our values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate our values.

**Our values are:**

**Integrity** - displaying honesty and having strong moral principles

**Partnership** - working together and taking collective ownership to achieve the same goals

**Advocacy** - working hard on behalf of others to maximise their success

**Resilience** - finding success again after something difficult or negative has happened

**Compassion** - displaying empathy towards and a desire to help others

**Aspiration** - aiming high to achieve success

**SAFEGUARDING AND FURTHER INFORMATION**

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you 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 Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

<b>Role Summary</b>	Roles at this level carry out basic supervision of children. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.

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