  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Midday Supervisor |
| JD Reference: | Meridian Trust 027 |
| School/Academy: | Nene Park Academy |
| Weeks: | 38 Weeks |
| Hours of work: | 09.30am-2.00pm (22.5 hours per week) |
| Salary: | Grade 3 |
| Responsible to: | Vice Principal |

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| Role: | Supervise children during the lunch and break periods. |
| Purpose of the job: | To ensure the security and care of the pupils of the school and to promote their social development during the lunch period. |

**Responsibilities and Accountabilities:**

* Supervise pupils, during the lunch periods, in dinner queue in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline
* Report to the Cover Manager at beginning of the lunch period and receive any instructions regarding duties
* Monitor the behaviour of pupils discouraging positively any anti-social behaviour and reporting any incidents to the Cover Manager as appropriate
* Ensure the safety and wellbeing of children, providing emotional support where necessary
* Arrange and supervise appropriate activities under the direction of the Cover Manager
* Ensure that all pupils who suffer any injury or accident are dealt with appropriately following the school’s agreed procedures. (Call for first aid assistance as necessary)
* Supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather
* Where the postholder has a budgetary responsibility, the role requires working within the school’s financial regulations. This will involve complete monthly monitoring reports and where necessary liaison with the Cover Manager

**Support for School/Academy/Place of work:**

* Participation in staff events by arrangement
* Attend Staff Meetings
* Contribute and participate in Trust events and activities where possible
* Develop and maintain effective working relationships with other staff and parents/carers
* Adhere to the Trust values
* Follow school policies, practices, and procedures

**Data security:**

* Act following legal provisions regulating confidentiality and security of data and information under General Data Protection Regulations

**Health and Safety:**

* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
* Co-operate with the Trust on all issues to do with Health, Safety & Welfare
* Work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
* Physically able to undertake manual work and perform tasks set out in this job description
* Contribute to the maintenance of a safe and healthy environment

**Continuing Professional Development:**

* In conjunction with the line manager, take responsibility for personal and professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which can contribute to improvements in the daily running of the Trust
* Participate in the annual appraisal system
* Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
* Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

**Child Protection and Safeguarding**

* The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
* Inform the Child Protection Officer of any issues relating to the safety and well-being of students

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder’s professional responsibilities and duties

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager

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

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: January 2022**

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| **Person Specification :**  **Midday Supervisor** | | Assessment Key:  A = Application Form  I = Interview | | |
| **Education and Qualification** | | **Essential** | **Desirable** | **Assessment** |
| 1 | Good educational background with GCSE or equivalent in the English Language | ✓ |  | A |
| **Experience** | | **Essential** | **Desirable** | **Assessment** |
| 2 | Experience in supporting children | ✓ |  | A/I |
| **Knowledge and understanding** | | **Essential** | **Desirable** | **Assessment** |
| 3 | Understanding of the education system |  | ✓ | A/I |
| 4 | Understanding how children learn |  | ✓ | A/I |
| 5 | A sound grasp of the concept of inclusive practice |  | ✓ | I |
| 6 | Knowledge of the concept of confidentiality | ✓ |  | I |
| 7 | Awareness of child protection issues | ✓ |  | I |
| 8 | First aid certificate |  | ✓ | A |
| **Skills and abilities** | | **Essential** | **Desirable** | **Assessment** |
| 9 | Ability to use language and other communication skills that children can understand and relate to | ✓ |  | I |
| 10 | Ability to contribute to team meetings and contribute ideas | ✓ |  | I |
| **Personal Qualities** | | **Essential** | **Desirable** | **Assessment** |
| 11 | Willingness to undergo further training and development | ✓ |  | I |
| 12 | Positive and enthusiastic approach toward work | ✓ |  | I |
| 13 | Ability to act on own initiative | ✓ |  | I |
| 14 | Kindness and empathy towards students and colleagues | ✓ |  | I |
| 15 | Ability to work as part of a team effectively |  |  | I |
| **Child Protection** | | **Essential** | **Desirable** | **Assessment** |
| 16 | Support the Academy policies on safeguarding and child protection | ✓ |  | A/I |
| **Other** | | **Essential** | **Desirable** | **Assessment** |
| 17 | The flexibility of working hours | ✓ |  | A/I |