

# JOB DESCRIPTION

## Job Details

Post Title	Midday Supervisor
Responsible to	Line Manager

## Purpose of job

To work as part of a larger team, supervising other midday staff and monitoring pupil behaviour during the midday break, under the direction of senior staff.

## Responsibilities

1. Oversee the supervision of activities and maintain the health, safety, welfare and safeguarding of pupils during the midday break, allocating duties to midday assistants as appropriate.
2. Undertake and oversee monitoring of pupil behaviour, ensuring all midday staff encourage good behaviour and deal with incidents of inappropriate behaviour in line with the Academy's Behaviour Policy.
3. Encourage pupils to eat healthy balanced meals.
4. Ensure adequate first aid treatment is available during the midday break to deal with minor injuries. Liaise with first aiders and management as appropriate.
5. Oversee and participate in maintaining a clean dining area, cleaning up spillages of food or liquid during/after meal service.
6. Liaise with colleagues on how to meet any individual pupil needs (e.g. SEN)
7. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
8. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Midday Supervisor will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Midday Supervisor will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Midday Supervisor is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Midday Supervisor will:

- seek to respond to work-related matters within the same working day wherever possible

- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Midday Supervisor is employed for 10 hours per week for 38 weeks

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Midday Supervisor will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### **Appraisal**

The Midday Supervisor will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# Beanfield Primary School

## Mid-day Supervisor- Person Specification

Education and Qualifications	Criteria	Assessment
Current First Aid qualification	D	I

Experience	Criteria	Assessment
Supervising groups of children	E	A/I
Leading a team	E	A/I
Previous experience of working in an educational setting.	D	A/I

Knowledge and Understanding	Criteria	Assessment
Managing the behaviour of groups of children.	E	A/I
Understanding of Office 365 and other IT programmes	E	A/I
Health & Safety regulations including COSHH.	D	A/I
An understanding of child development and social interaction and the value of constructive play opportunities.	D	A/I

Skills	Criteria	Assessment
Confident on using technology	E	A/I
Work as part of a group and individually	E	A/I
Inspire trust and confidence in children	E	A/I
Encourage high standards of pupil behaviour at all times	E	A/I
Communicate effectively (both orally and in writing) to an appropriate standard	E	A/I
Recognise behaviour giving cause for concern, and inform appropriate staff	E	A/I

Personal Qualities	Criteria	Assessment
Have a passion for education and developing the whole child.	E	I
Be able to demonstrate a commitment to personal professional development.	D	I
Positive and enthusiastic approach towards work.	E	I
Be able to work on own initiative, as well as part of a team, and under the direction of the line manager.	E	I
High expectations of self and others.	E	I
Flexible and adaptable.	D	I

### Criteria Key

E Essential  
D Desirable

### Assessment Key

A Application Form  
I Interview