

Post Title	Midday Supervisor (Secondary)
Post Ref No.	
Responsible To	Learning Provision Manager
Grade	Grade 3

Purpose	<ul style="list-style-type: none"> To Assist in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school, as well as positively interacting with children.
Main Duties	<p>Supervision and control of pupils, including:</p> <ul style="list-style-type: none"> To ensure students are able to enjoy their break periods in a relaxed but controlled manner and they behave appropriately whilst on school premises during break periods. To ensure students are able to purchase and eat a midday meal or to eat a packed meal in an orderly way in the designated areas. To ensure eligible students are provided with the means of obtaining a free school meal To ensure students respect each other and their environment during their break periods. To ensure students are evacuated in an orderly fashion during any Fire Drill/Alarm or similar circumstance. To ensure appropriate First Aid action is taken in the event of a student suffering an accident. To ensure Behavioural/pastoral/discipline problems are communicated to the relevant Student Manager/Director of Learning (via the Team Leader).

Principal Accountabilities	<p>Together with member of the Midday supervision Team</p> <ul style="list-style-type: none"> • To ensure good behaviour of students in all areas of the school and to encourage constructive activities during break periods. • To ensure the efficient issue of free meal tokens, orderly queues and a high level of courtesy/manners in the dining room. • To be involved in the education of students to minimise the amount of litter discarded on school premises during break periods. • To operate under the jurisdiction of the team leader. • To report incidents and patterns of behaviour to the team leader. • To be aware of First Aid and Fire Drill procedures and implement when appropriate. • To be available at the beginning and end of each session for brief staff training and discussion as necessary. • To ensure that students use the "open" parts of the building in a responsible way and are not using "closed" parts of the building. • To take initiative and move from one area of duty to another as the situation demands. • To actively build positive professional relationships with students •
General;	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Attend Staff Briefings/Meetings where appropriate. • Participate in training and other learning activities and appraisal. • Other duties as required in support of the school within the scope of this post.
Child Protection	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of pupils and to follow child protection procedures.

	Essential	Desirable
Qualifications/Training (Competencies)		<ul style="list-style-type: none"> • Experience of working in a school or similar establishment
Relevant Experience	<ul style="list-style-type: none"> • Experience of communicating well at all levels • Experience of working constructively as part of team, understanding roles and responsibilities and own position within these 	<ul style="list-style-type: none"> • Working with or caring for pupils of a relevant age
Knowledge		<ul style="list-style-type: none"> • Awareness of practices and procedures within education relating to the pupils welfare and safety of pupils
Skills	<ul style="list-style-type: none"> • Ability to work both as part of a team and independently. • Able to communicate effectively with people of all ages and levels • Able to deal with any bullying/challenging behavior that may require intervention • Must be able to demonstrate tact, sensitivity and absolute respect for the confidentiality of information gained as a result to working at the school. • Excellent customer care and good "people skills" are required in order to deal courteously and efficiently with students, staff and visitors to ensure customer care and satisfaction. 	
Personal Qualities	<ul style="list-style-type: none"> • Able to keep calm when under pressure • Commitment to the highest standards of child protection and safeguarding • Able to work flexibly and respond to unplanned situations 	

ADDITIONAL INFORMATION	<ul style="list-style-type: none"> It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

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