



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## Midday Supervisor

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the role:

- Responsible under the direction of the Senior Midday Supervisor as a team member for the safety, welfare, and good conduct of the pupils during the midday break.

#### Key accountabilities:

- Supervision of the pupils in the dining hall, playground areas and school premises
- Facilitate play opportunities and act as an ambassador for play.
- Assist with putting out and packing away of play equipment/kit.
- Ensure that all our children have a safe site for play.
- Duties such as cleaning up spillages and cleaning tables
- Maintaining good order and discipline
- Ensuring registers tally and are available in the event of an emergency situation
- Supervision of pupils to create a constructive, happy and safe environment for all pupils remaining on site during the midday break
- Complete administration records regarding activities during the midday break
- Liaise with line management regarding children's behaviour and health problems
- Undertake First Aid training and deal with minor incidents that occur

#### As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

## About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

### **Qualifications and Training**

Desirable

- Current First Aid Certificate

### **Experience, Knowledge, and Skills**

Essential

- Effective communication skills
- Ability to work using own initiative
- Ability to resolve problems
- Ability to ensure confidentiality of information

Desirable

- Experience of working in a school environment
- Experience of working with children

### **Values and Personal Competencies**

- Excellent interpersonal skills; energy and enthusiasm
- Self-motivation
- Excellent organisational skills
- Ability to question
- Assertiveness
- Flexibility and adaptability
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.