**Ashgate Croft School**

**Job Description**

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| **Title:** | Midday Supervisor |
| **Post Holder:** |  |
| **Grade:** | 4 |
| **Weekly Hours:** | 8 Hours 55 Minutes (8.92) |
| **Weeks Per Annum:** | 38 weeks |
| **Location:** | Classrooms |
| **Responsible to:** | Senior Midday Supervisor |

All staff at Ashgate Croft School are expected to:

* Engage with and promote the school’s Vision;
* Be excellent practitioners and team members who adhere to high professional standards;
* Work together effectively by following the Learners’ Trust Staff Code of Conduct Policy

**Purpose of the Role:**

To work as part of a team of Midday Supervisors, under the direction of the Senior Midday Supervisor(s), in supporting pupils with a wide range of special educational needs during the mid-day break. You will be responsible for pupils’ safety and well-being, supervising them in the dining room, classrooms and on the playgrounds. You will serve the mid-day meal and assist pupils with eating, following individual eating and drinking programmes as appropriate. You will also support pupils’ personal care needs, including toileting and changing.

**Core tasks:**

* To assist with supervision during the serving of the mid-day meal as appropriate
* To support pupils’ personal care needs, including toileting, changing and eating and drinking programmes
* To assist pupils to and from the playground and to support their activities (both inside and out), ensuring their safety and well being
* To organise appropriate games and activities
* To ensure that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school’s agreed procedures
* To support pupils’ behaviour, in line with the school’s Behaviour Support Policy
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school

**Other**

* To understand and comply with the Learners’ Trust Equal Opportunities Policy
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
* To undertake training to support pupils’ needs, including communication, moving and handling, eating and drinking,TEAM TEACH
* To comply with all Health and Safety policies and legislation
* To maintain Data Protection and confidentiality at all times
* To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post

***Ashgate Croft is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment This post will be subject to satisfactory references and enhanced DBS clearance***

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| **Signed:** | **Date:** |

(The role description is to be reviewed on an annual basis and any changes deemed necessary are negotiated with the post holder)