

## **JOB DESCRIPTION**

<b>Post:</b>	Midday Supervisor
<b>Grade:</b>	3, points 4 – 6
<b>Location:</b>	Special Schools

Special Schools within SAND Academies Trust cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

### **Job Purpose**

The purpose of the job is to oversee and contribute to the care, safety, welfare and supervision of children during the lunch times, in the playground, dining and other areas, ensuring that the whole lunchtime experience is as positive as possible for all children.

In addition to supporting children's eating, feeding and personal care regimes, this role is responsible for ensuring all children have the opportunity to access engaging and rewarding play experiences. Our Midday Supervisors have an essential role in helping to realise the visions and values set out in the school's play policy. The opportunities which lunch times offer for children to play sociably, outdoors and in environments which enhance play are very valuable experiences for their wellbeing and development.

Happy and playful lunchtimes are an important part of the school day allowing children to eat, socialise and experience the benefits of freely chosen play.

### **Main Duties**

- supporting children's eating, feeding and personal care regimes
- supporting children to access dining and other lunchtime areas
- ensure all pupils are encouraged and empowered to engage in play opportunities
- allow children the freedom to play whilst supporting them through any difficulties they may experience at playtime
- ensure provision of a safe play environment in which children are able to play freely
- take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- assist in tidying the playground at the end of lunchtime
- report any hazards in the playground environment to the Site Manager or Headteacher, and highlight any concerns about risks in children's play activities
- report any serious incidents to the Site Manager, Head Teacher and appropriate class teacher and record details fully and appropriately, according to school procedures

### **GENERAL**

- to represent the school at all times in a professional, positive and helpful way
- to maintain confidentially to sensitive and private information which the post holder may have access to in compliance with GDPR regulations
- to attend appropriate training courses as required
- to participate in the Appraisal/Personal Development Review process
- to attend meetings as required

**SUPERVISORY RESPONSIBILITY**

None

**SUPERVISION RECEIVED**

Headteacher/Midday Supervisor Co-Ordinator/Deputy Headteacher

**PRINCIPAL CONTACTS**

Pupils, Teachers, Learning Partners & other professional groups.

**SPECIAL CONDITIONS**

- this post will require physical effort, such as moving play equipment and resources
- the post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy
- this post is term time only and the postholder will be expected to take all holidays during designated school holidays.
- the postholder may be asked to work at other schools within the MAT.

**EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed:.....(employee)

Printed:.....(employee)

Signed:.....(HR Manager)

Date:.....

**PERSON SPECIFICATION**  
**MIDDAY SUPERVISOR**

Criteria	Essential	Desirable
Requirements	<ul style="list-style-type: none"> <li>• reliable</li> <li>• commitment to safeguarding pupils' wellbeing and equality</li> <li>• excellent communication and enthusiasm</li> <li>• the ability to maintain confidentiality, and deal discreetly with sensitive or challenging situations</li> <li>• the ability to be sensitive to children's individual needs</li> <li>• the ability to act as a positive role model</li> <li>• the ability to respond and relate well to pupils and colleagues</li> <li>• the ability to build and form good relationships with colleagues</li> <li>• ability to work as part of a team</li> <li>• commitment to the midday support of pupils with a wide range of learning and associated difficulties, within the special school environment</li> <li>• commitment to undertake any of the tasks indicated in the job description, as directed and according to the capability of the postholder</li> <li>• willingness to undertake relevant training (e.g. moving and handling; feeding techniques)</li> <li>• reliability</li> </ul>	<ul style="list-style-type: none"> <li>• an interest in the work of the school and its pupils</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• enjoyment of working with children</li> <li>• sensitivity and understanding, to help build good relationships with pupils</li> <li>• ability to remain calm under pressure</li> <li>• enthusiasm</li> <li>• patient &amp; empathetic</li> <li>• a good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• additional skills and interests which would be of benefit to the school</li> <li>• a calm and positive approach</li> <li>• flexibility and good sense of humour</li> </ul>

Physical requirements	<ul style="list-style-type: none"> <li>• good level of general health</li> </ul>	<ul style="list-style-type: none"> <li>• ability to 'move and handle' equipment as required under 'Moving &amp; Handling' legislation</li> </ul>
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