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| **Job Title:** | Midday Supervisor |
| **Location:** | Shortstown Primary |
| **Reports to:** | Senior Supervisor |
| **Direct reports:** | None |
| **Full/part time:** | Part time: Term Time only |

HEART Academies Trust is a family of academies, at the heart of the community, improving life chances for all through challenge and support. We strive to transform educational outcomes of students from a young age by providing exciting, new and different opportunities for learning and applied learning. Our overwhelming belief is that every child can be successful, both personally and academically, with early and effective help from staff that know and value them as an individual. HEART Academies Trust aims to bring about a substantial increase in the educational attainment, expectations and aspirations of all in the whole community.

Shortstown Primary is part of HEART Academies Trust. The role of Midday Supervisor will be based at Shortstown Primary.

**Job Purpose**

To supervise and assist children during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

**Specific Responsibilities**

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

**Main duties**

* To look after children during the lunch break. This role covers a range of activities to ensure that lunchtimes at school are a safe and effective part of children’s education and development.
* To monitor children during lunchtimes to encourage them to eat healthy lunches, helping children who are having difficulties, for example with cutting up food, encouraging good table manners, and ensuring that behaviour does not become too boisterous.
* To supervise children in the playground (or in the hall or classroom in wet weather), support positive play, deal with incidents according to school policies, comfort children who are upset, they may deal with and follow procedures for minor injuries such as cuts, grazes and bruises, and organise games.
* Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period.
* To work as part of a team and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.
* Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.
* Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff, in line with safeguarding policies.
* Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period.
* To participate in Playground duty this is carried out at all times of the year including during cold and windy conditions. Break times normally take place indoors during wet weather conditions.
* To support children with medical and special needs eg: following behaviour plans, advice from external agencies, to learn certain procedures, such as how to use an Epipen, deal with children who have food allergies and follow the procedure to follow if an allergic reaction is seen.

**Common Roles of All Trust Members:**

**Leadership: Vision and Values**

* Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
* To ensure equal opportunities for all.
* To be committed to safeguarding and to promoting the welfare of all young people.
* To assist in the development of a culture and environment in which young people thrive and to drive innovation.
* To drive up educational standards, promote life-long learning and continually improve outcomes for all.
* Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

**Leading and Managing Others and Self**

* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Actively engage in the performance review process.
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
* Adhere to Trust policies and procedures

**PERSON SPECIFICATION**

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| **Attributes** | Essential | **Desirable** |
| **Education/Qualification** | Basic standard of literacy to read instructions  Ability to understand instructions |  |
| **Experience** | Interest in working with and interacting with children. | Previous experience of working with children in a caring or educational environment. |
| **Skills/Knowledge/**  **Aptitude** | Empathy with the needs of children and young people.  Ability to work as part of a team and to use own initiative when appropriate. | Awareness and ability to identify issues that children may experience and how they can be resolved.  Ability to problem solve and communicate adequately concerning issues with staff and children. |
| **Motivation** | Willingness to undertake training (e.g. in behaviour management).  Willingness to undertake First Aid training.  Trustworthy and reliable. |  |
| **Physical** | Ability to undertake all physical aspects of the post. |  |
| **Other** | Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.  Must have enhanced DBS check. | Current First Aid Certificate |