



MIDDAY SUPERVISOR

Job Title:	MIDDAY SUPERVISOR
Closing Date:	Monday 8 th July 2024
Interview Date:	Wednesday 10 th July 2024
Start Date:	1 st September 2024
Salary / Scale:	Grade C Point 2-3 FTE - £22,366 7.5 hours per week
Contract type:	Term Time
Purpose of the Position:	Under the direction of the Headteacher, SLT and Office Administrator, be responsible for the safety, welfare and good behaviour of children during the midday lunch break.
Key Responsibilities:	To supervise the children during the lunch period ensuring their health, safety and welfare are prioritised at all times. This job description may be amended at any time, following consultation between the employee and the Director of School Improvement and will be reviewed annually.
Responsible to:	Office Administrator
Accountable to:	Headteacher

MAIN DUTIES

1. Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Supervise the pupils when they are in the dining room eating lunch.
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers.

2. Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area.
- Manage pupils' entrance and exit from the lunch area in an orderly manner.
- Clean up food and water spillages.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
- To be responsible for the behaviour of pupils during the lunch time period both indoors and outdoors, in accordance with the general practices of the school.
- To ensure that Health and Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of accidents, action taken etc
- To assist in ensuring that only authorised persons/pupils are on school premises during the lunch time period.
- To co-operate with staff working with pupils participating in lunchtime activities.
- To liaise with the Lunch Providers on the general service of school meals, particularly the behaviour of children in the dining hall. If necessary, prepare the layout of the tables in preparation for lunch.

3. Health and Safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feedback concerns relating to pupils' health and safety to a senior member of staff.

4. Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.

- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

5. Play

- Organise play activities to encourage pupils to play and make use of play equipment.
- Offer educational instruction where needed to help pupils to share play equipment.
- Help to resolve issues between pupils during play activities

6. Safeguarding

- Make sure pupils remain on the school premises during the midday break.
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Follow school safeguarding policies and procedures.

7. Any other duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Director of School Improvement or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
First aid training (or willingness to complete it)	√		App form

2. EXPERIENCE

	Essential	Desirable	Evidence
Working with children or young people		√	App form interview
Working and collaborating within a team		√	App form interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Ability to respond quickly and effectively to issues that arise.	√		Interview
Ability to use own initiative and take action accordingly.	√		Interview
Effective communication with adults and children.	√		Interview
Ability to follow instructions from senior team members.	√		Interview
Ability to manage behaviour in line with the school's policies.	√		Interview
Ability to build effective working relationships with colleagues.	√		Interview

4. EQUALITY, INCLUSION & SAFEGUARDING

	Essential	Desirable	Evidence
Commitment to safeguarding, equality, diversity and inclusion.	√		Interview

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Commitment to supporting and understanding pupil needs.	√		Interview
Uphold and promote the ethos and values of the school.	√		Interview
Maintain confidentiality at all times.	√		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

Thomas More Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment and selection process in line with this commitment.

HOW TO APPLY

Further information about the Trust can be viewed on the School website: www.stthomasmorekettering.co.uk or the Trust website: www.olicatschool.org

For more information about the vacancy or if you would like to arrange to visit the schools please contact the School Office Manager, Mary Herbert:

Telephone: 01536 512112

email: mherbert@stm.ket.olicatschools.org

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org