

MIDDAY SUPERVISOR



JOB DESCRIPTION & PERSON SPECIFICATION

OVERVIEW OF ROLE

To work with staff to ensure that lunchtimes run efficiently and smoothly. To supervise students, making their safety and security the main priority in and around the school where necessary. The postholder will deal with students politely and assertively and undertake any additional supervisory duties as directed.

MAIN DUTIES AND RESPONSIBILITIES:

- Supervise students either inside or outside of the school building, being especially vigilant to the health, safety and security of the students and in accordance with the Schools Behaviour Policy.
- Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate with all incidents of disorder to ensure any disruption is minimised.
- Attend to accidents, which may occur during lunchtime, in accordance with the schools procedure and guidelines on accidents and their treatment, reporting any accident to the Duty Leader.
- Responsible for keeping student social areas clean and tidy
- Other associated duties or variations of the above tasks as specified by their line manager.

GENERAL

- To strictly observe the principles of confidentiality and data protection.
- Ensure students achieve to the Student Code of Conduct.
- Be aware of the responsibility of personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the schools implementation of all other current statutory requirement e.g. Child Protection and Safeguarding.
- Participate in new initiatives and futures changes in service delivery improvements to support the objectives of the school.
- The postholder will be expected to undertake any other duties to the level of the post, which may be required by the line manager.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To have responsibility for promoting and safeguarding the welfare of all students.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Staff are expected to work positively and inclusively with colleagues and stakeholders so that the school provides a workplace that delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability.

CONTEXT: All staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of pupils with special educational needs. They might also be involved assisting pupils for whom English is an additional language

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk 'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Signed: _____
Midday Supervisor

Date: _____

Signed: _____
Headteacher

Date: _____

PERSON SPECIFICATION - LUNCHTIME SUPERVISOR

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications		<ul style="list-style-type: none"> Willingness to undertake necessary training. 	<ul style="list-style-type: none"> Selection Process
Experience, Skills and Knowledge	<ul style="list-style-type: none"> Ability to communicate effectively with pupils and other members of staff. Ability to be firm but fair at all times. To have an empathetic, non-judgemental and ethical approach. Ability to react in a positive manner to difficult situations which may arise amongst pupils. Ability to read and understand simple verbal and written instructions. Understanding of confidentiality and why this is important in a school. 	<ul style="list-style-type: none"> Experience of working in a school environment. Experience of encouraging the development of relationships between pupils. 	<ul style="list-style-type: none"> Application Form Selection Process References
Developing Self and Working with Others	<ul style="list-style-type: none"> Prepared to work independently and as part of a team. Commitment to undertake training for personal development. 	<ul style="list-style-type: none"> Experience of working independently with children. 	<ul style="list-style-type: none"> Application Form Selection Process References
Personal Qualities & Attributes	<ul style="list-style-type: none"> Ability to be calm under pressure. Ability to keep problems in perspective and be patient and approachable. Interpersonal skills to build and maintain effective relationships with all pupils and other members of staff. Ability to follow instructions and to work under minimal supervision. 		<ul style="list-style-type: none"> Application Form Selection Process References
Safeguarding Children	<ul style="list-style-type: none"> Understanding of and commitment to safeguarding and promoting the welfare of children and young people. Ability to work under school's Health and Safety Policies. Legally entitled to work in UK. 	<ul style="list-style-type: none"> Knowledge of safeguarding legislation. Health and Safety knowledge. 	<ul style="list-style-type: none"> Application Form Selection Process References