**Job Title:** Midday Supervisor

**Hours**: 7.5 hours per week / 39 week per year (Fixed term from September 2021 until July 2022)

**Pay Scale:** NJC 2 – 7

**Location:** Birley Spa Primary Academy

**Job purpose:**

To supervise pupils during the lunch time period in a designated area having due regard at all times to their health, safety and welfare.

**Duties and Responsibilities:**

* To promote acceptable standards of behaviour in compliance with laid down procedures.
* To ensures that Health & Safety requirements are adhered to and appropriate systems and procedures are introduced and maintained.
* To support in the dinner hall, clearing, wiping down and moving tables and trays.
* To implement and promote the School policies and procedures relating to all areas of employment and service delivery.

To support the healthy eating of students.

* Undertakes random patrol duties, inside the school or within the grounds, as necessary & encourages positive play during the lunch hour.
* To follow instructions regarding lunchtime arrangements at School, including issuing dinner bands to pupils.
* To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures.
* To be responsible for dealing with accidents and/or problems of discipline during lunchtime.
* Provides information for recording purposes to the Head, Teaching staff, and support staff, e.g. regarding accidents, problems of discipline, etc.
* Additional cleaning will be required during the COVID restrictions.
* Maintains good order and discipline amongst children and pupils, safeguarding their health and safety.

Assists children and pupils where necessary, escorting to dining area, escorting to classrooms where 1:1 support is required.

* Undertake a First Aid Qualification.
* Comply with whole school Risk Assessment.

**Influencing and Managing Relationships:**

* Headteacher
* External agencies, such as sports coaches and behaviour mentors
* Parents and carers
* Senior Leadership Team
* Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

**Midday Supervisor Person Specification**

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **E** | **D** |
| **Qualifications and Attainments** | * A level of numeracy and literacy sufficient to carry out the duties of the post. * First Aid qualification or willingness to attend training. * Have attended or willing to attend Manual Handling course or equivalent. | E  E  E |  |
| **Skills and**  **knowledge** | * Able to use own initiative * Able to work as part of a team and contribute towards its success * Able to prioritise own workload and work to deadlines * Able to exercise confidentiality when necessary | E  E  E  E |  |
| **Experience** | * Experience of working with children. | E |  |
| **Personal Attributes** | * Have good interpersonal skills to communicate with children * Have a positive attitude to personal development and training * Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility | E  E  E |  |
| **Additional Requirements** | * This role is subject to an enhanced DBS * Willing and able to work outdoors in inclement weather conditions, i.e., hot or cold * Able to stand and walk around school grounds for 1-2 hours daily | E  E  E |  |