

Job Description

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Job Title:	Midday Supervisor
Reporting to	Headteacher
Salary:	Salary range 2 - 4
Working Hours:	12.00 to 1.15 Monday to Friday, 38 weeks term-time only (excluding INSET days) 1.25 hours per day, 6.25 hours per week.
Core purpose:	Supervise and ensure the safety and well-being of the school children throughout the lunchtime period.

Overview

- Supervise children before, during and after lunch
- Ensure the health and safety of the children in your charge at all times
- Supervise children as they move around the school, ensuring that they do so in a calm and ordered manner
- Ensure all children play safely and encourage them to play cooperatively
- Manage the behaviour of children in the dining hall and on the playground in line with the school policy
- Oversee the meal routine in the dining hall
- Encourage children to use cutlery correctly, to eat their lunch and to stay sitting properly at the table until they have finished
- Clear tables, clean any spillages and encourage children to pick up their own litter
- Supervise safe and hygienic toileting and washroom activity
- Deal with basic first aid, calling for a first aider when necessary. Keep simple written records relating to incidents or accidents
- Clear up bodily fluids if needed in a safe manner
- Maintain confidentiality at all times

People

You are required to support the care, play and dining of children aged 4-11



Safeguarding

Coleshill C of E Primary School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Buildings & Equipment

The post holder is responsible for the handling and safe use of outdoor play equipment and the safe use of cutlery, etc.

Health & Safety

The post holder will be responsible for their own personal health and safety and that of the children in their care. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health & Safety and Safeguarding policies.

Policies & procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Equal Opportunities

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Training & Development

- The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify and contribute to job-related development needs.
- There are occasions throughout the year when compulsory training takes place. The applicant will be required to attend these training sessions and will be paid for the hours of attendance.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.

Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable	Measured by
English GCSE Grade C or equivalent	*		A
Ability to communicate effectively with children and adults	*		I, Ass
Able to work positively as part of a team	*		A, I
Good organising and prioritising skills	*		A, I
Ability to exchange information, orally and occasionally in writing, with other members of staff	*		A, I, Ass
Basic first aid knowledge	*		A, I
First Aid Certificate		*	A, I
Basic knowledge of child protection procedures	*		A, I
Recent experience of employment or a training placement in a school setting		*	A, I
Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.	*		A, I
Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.	*		A, I
Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.	*		A, I
Service Delivery: understands customer needs and responds appropriately and demonstrates continuous improvement.	*		A, I
Some ongoing physical effort is required which involves standing and walking for the entire working shift	*		I
Willingness to work within the Christian framework of BDMAT	*		I