

Job Title	Midday Supervisor
Responsible To	Headteacher

PURPOSE OF THE ROLE

- To work as part of the team monitoring pupil behaviour during the midday break.
- To ensure the safety, welfare and conduct of pupils in accordance with school policy.
- The academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

KEY RESPONSIBILITIES

Support for the Children

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Report incidents in line with school policies.
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
- Encourage pupils to select and eat healthy balanced meals.
- To assist in the dining area and encourage children to eat their midday meal and assist with cutting up food, pouring liquids etc where necessary, paying particular attention to those with special needs or disabilities.
- Ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures, dealing with hazards as they occur and ensuring food safety procedures are followed at all times.
- Deal with medical incidents efficiently and considerately in line with policies and procedures.

Support for the Academy

- Promote the school behaviour policy, assisting with discipline and supporting children to resolving conflicts in a positive way.
- To deal with incidents of misbehaviour through appropriate intervention and report serious incidents to the Class Teacher and Headteacher.
- To assist with both inside and outside play activities, encouraging all children to take part, to co-operate and show respect for others.
- To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises.
- To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate person.
- Be aware of, follow and comply with all academy policies and procedures.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, values, work and aims of the academy.

Professional Development

- Participate in arrangements for your own performance management.
- Participate in Trust-wide professional development to develop your own knowledge and practice with an aim to develop and improve outcomes for all children.

Person Specification

Attributes	Essential (E) or Desirable (D)
Knowledge, Qualifications and Experience	
A minimum qualification of GCSE Maths and English (or equivalent) grade C or above.	D
First aid certificate	D
Experience of working with children	E
Experience of working with children with special educational needs	D
Previous experience working in primary school	D
Experience of working as part of a team to achieve objectives	D
Skills and Abilities	
Effective approach to behaviour management	E
Ability to have positive interactions with adults and children of all ages	E
Able to communicate with a variety of stakeholders (e.g. colleagues, parents, pupils)	E
Ability to deal effectively with minor accidents and injuries	E
Good written and oral communication skills	E
Good organisational, personal time management and planning skills	E
Personal Attributes	
Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these.	E
High levels of adaptability and flexibility	E
Commitment to safeguarding and promoting the welfare of children and young people	E