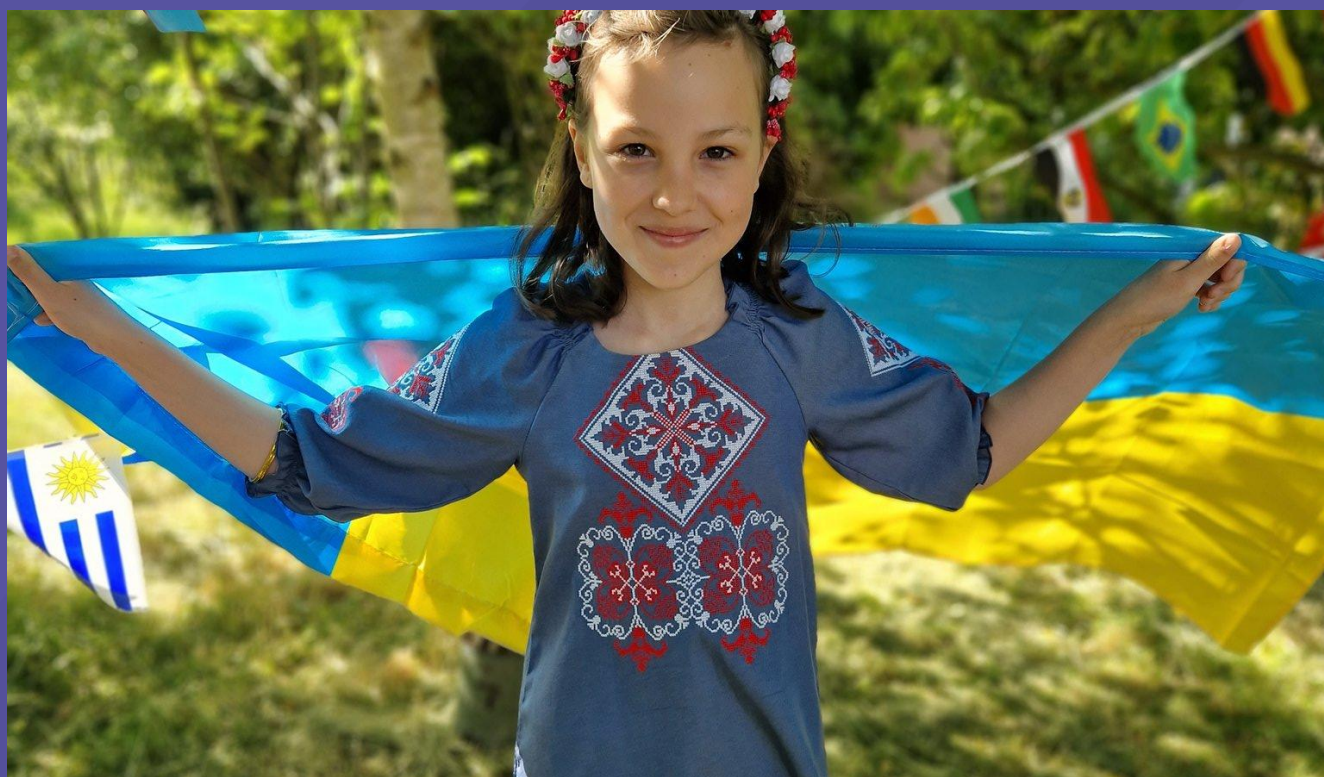




Senior Midday Supervisor

Recruitment Pack



MAT EXCELLENCE
AWARDS

WINNER 2024



Wellbeing trust of the year

Presented by  OPTIMUS EDUCATION

About ASSET Education

ASSET is an Education Trust comprising 16 primary schools in and around Ipswich and north-east Suffolk. ASSET is a very special trust and, from the very beginning, we have wanted to tackle social injustice and inequality in education, giving every child the opportunity to be successful and fulfilled in their lives. Our children are our future and we want them to be the best they can be, to have confidence and a sense of service, to be empowered to make our world a more compassionate and sustainable place.

Our people are at the heart of what we do; we support one another valuing connections and relationships because we believe that when people are cared for, learning happens and humans flourish. The Complete Human Strategy looks at 6 dimensions of working life and gives staff a structured approach to collectively and individually influence their work environment and access the support they need.

We support everyone in the Trust to enjoy success, happiness, confidence and fulfilment, and to have excellent physical and mental health. Our CHS framework provides us with a practical pathway to achieving this, and is based on the 6 fundamental pillars of wellbeing.

 **Structure & Stability**

 **Expertise**

 **Positivity**

 **Relationships & Communication**

 **Place**

 **Time Well Spent**



Sarah Orves, Director of Wellbeing

"Our unique model not only improves wellbeing for adults and children, but also provides a step-by-step toolkit to implement in any school, workplace or social setting"

  **Complete**
  **Human**
  **Strategy**
The ASSET way to wellbeing



ASSET
Education 

Senior Midday Supervisor

Grade 3

Overview

To assist the Headteacher in ensuring the safety, welfare, and positive behaviour of pupils during the midday break.. This post involves leading and supervising a team of Midday Supervisors, alongside ensuring effective oversight of pupils across the school premises and dining areas.

The level description gives an overview of the level of competence required to carry out work at this level. Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

Duties

Team Leadership & Organisation

- Lead, organise, and oversee the work of Midday Supervisors throughout the lunchtime break.
- Assist with school-based training and induction activities for Midday Supervisors.
- Arrange supervision rotas to ensure adequate coverage and smooth movement of pupils across designated areas.

Dining Hall & Mealtime Management

- Liaise directly with the Cook Supervisor to facilitate a smooth, efficient meal service.
- Oversee dining arrangements to maintain an orderly, calm, and pleasant atmosphere.
- Supervise the collection and return of used cutlery and crockery.
- Ensure dining tables and surrounding areas are left clean, tidy, and ready for subsequent use.
- Assist with administrative tasks as required, including the collection of dinner money and maintaining dining registers.

Pupil Welfare, Behaviour & Safety

- Proactively manage pupil behaviour in line with school policies, reporting persistent disruption or serious incidents to senior leadership.
- Supervise pupils in designated indoor areas during wet weather conditions.
- Take reasonable measures to prevent accidents, injuries, or damage to school property.
- Manage minor accidents and illnesses using designated school forms, ensuring senior staff are promptly notified of serious incidents or injuries.

Safeguarding & Professional Standards

- Actively promote and safeguard the welfare of all children and young people within the school.
- Report any child protection or welfare concerns immediately to the Designated Safeguarding Lead (DSL) or Headteacher.
- Attend all mandatory safeguarding training and maintain up-to-date knowledge of child protection procedures.
- Conduct all duties in accordance with school policies, health and safety regulations, and professional standards.

Other duties asked of you by your line manager in accordance with your role.

Person Specification

Criteria	Person Profile	Essential	Desirable
Technical or specialist	Experience of working with children	✓	
	Broad knowledge of first aid and/or recognised qualification		✓
	Broad knowledge and understanding of medical conditions such as asthma, epilepsy etc.		✓
	Ability to use IT to keep records and communicate to others.	✓	
Literacy and numeracy	Ability to follow written guidance and procedures	✓	
	Able to complete records, e.g. incident report forms in an appropriate school record or online reporting system	✓	
General knowledge	Knowledge of appropriate school policies and procedures		✓
	Broad understanding of the school structure		✓
	Ability to cut food for younger pupils or those with a disability	✓	
	Ability to set up and clear away tables/chairs and assist with cleaning of dining area	✓	
Interpersonal & Communications skills	Ability to recognise and take action against disruptive or potentially threatening behaviour from pupils	✓	
	Ability to work alongside other departments such as catering and premises to ensure lunchtimes run smoothly and safely.	✓	
	Ability to arrange sufficient staff cover, often at short notice, e.g. a team member is ill at the beginning of the day	✓	
	Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks	✓	



Person Specification continued ...

Criteria	Person Profile	Essential	Desirable
Interpersonal & Communications skills Continued...	Advise and guide pupils on the best way to handle situations	✓	
	Able to communicate effectively with pupils, parents, visitors and other staff at all levels	✓	
	Model expected behaviours to pupils to demonstrate safe play, table manners and interactions with staff, pupils and other adults	✓	
Level of autonomy	Able to manage own work and that of midday supervisory assistants under the guidance of the head teacher or other member of staff	✓	
	Able to identify problems and conflicts between pupils and take appropriate action	✓	

Application

If you are interested in this role with ASSET Education please apply through MyNewTerm outlining how you meet the requirements of the person specification, and how your experience could enable us to bring our vision to life.

Interview Process:

Shortlisted candidates will be invited to attend an interview and all communication with details will be provided through My New Term.

