



Job Description

Job Title: Midday Supervisor

Location: Holbrook School for Autism

Job Description

Job Title	Midday Supervisor
Location:	Holbrook School for Autism, Portway Site DE56 0TE or Whitemoor Site DE56 0DB
Hours per week:	10
Weeks worked per year:	38 (term time only + mandatory training)
Reporting to:	Class Teacher/Senior Leadership Team
Salary Scale:	Derbyshire Pay Scale – Grade 5, Pts 4-5

Main purpose of Role

- Working as part of the class team to secure the safety and welfare of pupils with autism and other special educational needs during the midday break.
- This will involve effective supervision of pupils in and about the school premises and site in accordance with school policies.

Principal Accountabilities:

Main Duties	• Working across two classes, assist Teachers and Teaching Assistants in the supervision pupils throughout the midday break including support with meal service and supporting students with their use of cutlery and choices. • To supervise the movement of pupils to and from the play areas during midday breaks, either inside or outside. • To supervise and assist pupils during the serving and eating of meals and reporting any difficulties to the Teacher or Teaching Assistants. • To ensure the classroom or other dining areas are left free from food waste and in a tidy and sanitary condition. • Under the direction of the Teacher and Teaching Assistants, supervise pupil activities and behaviour during midday break, ensuring their safety and wellbeing. • Under the direction of the Teacher and Teaching Assistants, adopt exemplary practice and communication tools to support our students needs. • To ensure that any pupils who suffer accident or injury are dealt with appropriately in accordance with school's agreed procedures • To assist, after an appropriate induction period, in the personal care of pupils on the direct instruction of the class teacher.
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	- To have due regard for safeguarding and promoting the welfare of children and young people and follow child protection procedures and safeguarding policy adopted by the school. - To adhere to relevant policies and procedures. - To undertake any other reasonable duties commensurate with the grading and level of responsibility of the post.
Administration	- Ensuring Compliance with GDPR requirements. - Undertake mandatory training including correct practice for support with physical interventions and safeguarding. - Utilise school based electronic systems to ensure the accurate recording of all incidents, injuries, safeguarding concerns and other relevant information for retention in line with school and statutory policy.
Other General Requirements	- Represent and promote the ethos and values of Esteem Multi-Academy Trust - To take and be accountable for all decisions made within the parameters of the job description - Participate with performance management and training and activities that contribute to personal and professional development - Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. - Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications		- First Aid Certificate - Food Hygiene Certificate
Experience	Working with children and young people (either paid or unpaid)	- Working with children with autism or SEN (either paid or unpaid) - Supervising children with autism or SEN (either paid or unpaid) - Moving & handling children
Knowledge and Abilities	- Ability to supervise children and young people - Good communication skills - Ability to work as part of a team - Ability to be flexible and work in different areas of the school - Good basic literacy skills	- A knowledge and understanding of the welfare and social needs of pupils during midday breaks - Awareness of behaviour support - Has a good record of attendance and reliability - Ability to relate to children and young people with autism and severe learning difficulties in a supportive and sensitive manner

Signed:

Date: