

Job Description

Title:	Midday Supervisor	Grade:	TSPT4
Department:	Teaching & Learning	Reports to:	Lunchtime Manager

MAIN PURPOSE

Responsible under the direction of the Lunchtime Manager or a member of the Senior Leadership Team for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed practices and procedures.

RESPONSIBILITIES

- Interact with children and model how to use play equipment correctly
- Be familiar with safe use of outdoor equipment
- Assist with daily decisions on areas for pupil use, e.g. wet lunchtimes
- Undertake direct supervision of pupils in designated areas
- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help pupils in the dining area or play/other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to Lunchtime Manager or member of SLT
- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate, e.g. basic first aid. Use basic first aid equipment as required
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- processing leavers
- completing School's Workforce Census

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department.

NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.

<p>SPECIAL CONDITIONS OF SERVICE</p> <p>Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.</p> <p>Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.</p> <p>Our Schools/Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.</p>
<p>CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)</p> <p>Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.</p>
<p>MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)</p> <p>Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.</p>
<p>EQUALITIES</p> <p>Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.</p>