

<b>Post Title</b>	Midday Supervisor (Primary)
<b>JD Ref No.</b>	ESP009
<b>Responsible To</b>	Headteacher
<b>Grade</b>	Grade 3

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To Assist in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school, as well as positively interacting with children to play games together etc.</li> </ul>
<b>Main Duties</b>	<p><b>Supervision and control of pupils, including:</b></p> <ul style="list-style-type: none"> <li>Ensuring the supervision of pupils at appropriate times and organising the effective transfer of responsibilities for pupils' welfare between midday supervisory staff and teachers.</li> <li>Ensuring that all minor problems and infringements of disciplinary rules are dealt with swiftly and effectively, reporting persistent unruly behaviour to the Senior Midday Supervisor in the first instance, or more serious breaches of discipline to a senior member of the teaching staff by the process established in the School. Reporting any emergency or serious incident to the Headteacher or Deputy Headteacher immediately.</li> <li>Dealing with minor accidents and securing first aid assistance for these and for serious incidents in accordance with the procedure established at the school.</li> <li>Ensuring that health and safety practices and procedures affecting pupils are maintained during the midday break.</li> <li>Assisting where necessary in ensuring that persons on the premises who are not pupils or staff are authorised and appropriately dealt with (in accordance with guidance issued from time to time).</li> <li>Liaising with the Senior Midday Supervisor/kitchen/dining room staff to ensure smooth meal service. Supervising and assisting pupils with their food where necessary. Supporting any school policies regarding meals provision. Where required, assisting with the collection of dinner money, issuing tokens etc. and/or the completion of records/registers of children dining.</li> <li>Setting up and clearing away tables in the dining room if required.</li> </ul>
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>Positive supervision and control of pupils.</li> <li>Taking responsibility for initiating appropriate behaviour strategies.</li> <li>Taking responsibility for initiating appropriate play strategies.</li> </ul>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>To have due regard for safeguarding and promoting the welfare of pupils and to follow child protection procedures.</li> </ul>

<b>Promoting Healthy Eating</b>	<ul style="list-style-type: none"> <li>Actively promote the school meals service to pupils to increase awareness of healthy eating and the uptake of healthy school meals.</li> </ul>
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	Essential	Desirable
<b>Qualifications/Training (Competencies)</b>		<ul style="list-style-type: none"> <li>Experience of working in a school or similar establishment</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience of communicating well at all levels</li> <li>Experience of working constructively as part of team, understanding roles and responsibilities and own position within these</li> </ul>	<ul style="list-style-type: none"> <li>Working with or caring for pupils of a relevant age</li> </ul>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Awareness of practices and procedures within education relating to the pupils welfare and safety of pupils</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work both as part of a team and independently.</li> <li>Able to communicate effectively with people of all ages and levels</li> <li>Able to deal with any bullying/challenging behavior that may require intervention</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to keep calm when under pressure</li> <li>Commitment to the highest standards of child protection and safeguarding</li> <li>Able to work flexibly and respond to unplanned situations</li> </ul>	

<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>Occasional attendance at meeting outside of normal hours.</li> <li>It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.</li> <li>All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment</li> </ul>
<b>SAFEGUARDING</b> <b>G</b>	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

<https://www.cumbriaeducationtrust.org/>