



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Midday Lunchtime Supervisor

Location:

The Arbours Primary Academy

Job Purpose:

To supervise and assist children during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

MDLS Co-ordinator & Headteacher

Salary:

NJC 2

Where the salary quoted is the full time equivalent (FTE), part time/term time posts are paid pro-rata.

KEY RESPONSIBILITIES

General Duties:

- ★ The duties of a Midday assistant are to act as a member of the team, supervising pupils during the midday break and to sustain the welfare and safety of pupils during that break period, as directed by the senior midday supervisor/head-teacher. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the head-teacher.

Responsibilities

- ★ Organisation of the entry of the pupils into the dining room.
- ★ To provide positive and firm control by implementing the school discipline/behaviour policy.
- ★ To deal with cases of unruly or unsocial behaviour by pupils where appropriate or report the incident immediately to the head-teacher or his/her nominated representative.
- ★ To mop up and wipe spillage from the floor surfaces or meal tables and ensure that the dining area is left in a tidy condition.
- ★ Ensuring pupils keep out of areas that are out of bounds, and don't leave the school premises
- ★ Effective supervising pupils in the dining hall and other parts of the school
- ★ Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff.
- ★ Set up and clear away tables and benches/chairs in dining areas; clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that the floors are kept clean and safe.
- ★ Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organize the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children.
- ★ Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.
- ★ To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- ★ To promote the safeguarding of children.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Experience		
★ Able to communicate clearly, understand and follow instructions.	✓	
★ Experience of undertaking general cleaning duties.	✓	
★ Ability to communicate with a wide range of people.	✓	
★ Have proven experience of supervising children		✓
Skills and Knowledge		
★ Be able to talk to children and adults in a clear and calm manner	✓	
★ work as part of a group and on own initiative	✓	
★ Encourage high standards of pupil behaviour at all times	✓	
★ initiate games and activities appropriate to the age of the children	✓	
★ inspire trust and confidence in children	✓	
★ Ability to empathise with the needs of children	✓	
Personal Qualities		
★ Stay calm under pressure	✓	
★ Able to communicate well with staff and children.	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		

★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role.	✓	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy 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.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.