

Part A - Grade & Structure Information

Job Family Code	1/2CLES	Role Title	Midday Supervisor / Play Mentor
Grade	P1/2	Reports to (role title)	Principal/ Vice Principal
JE Band	98-113	School	The Howard Partnership Trust
		Date Role Profile created	February 2020

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To supervise children in the dining and play areas during lunch time breaks.</p> <p>To ensure orderly conduct and promote good mealtime and positive play experiences in a safe and proactive manner.</p> <p>To help with litter management and clear up after breaks.</p> <p>To help students make a timely exit from play areas and into lessons.</p> <p>To meet the needs of all pupils in terms of safety, security and general wellbeing.</p>
THPT Work Context and Generic Responsibilities	<p>Maintain confidentiality in and outside of the workplace.</p> <p>Be pro-active in matters relating to health and safety and report accidents as required.</p> <p>Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance.</p> <p>Uphold and support the School's Policies and procedures on the Safeguarding of young people.</p>
Line management responsibility if applicable	N/A

Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p><u>Analysis, Reporting & Documentation</u></p> <ul style="list-style-type: none"> • Carry out simple and repetitive tasks such as data input, sorting/distributing mail, photocopying and filing. • Prepare pro-forma correspondence for approval by others before dispatch. <p><u>Service Delivery</u></p> <ul style="list-style-type: none"> • Assist team members with simple administrative and/or support activities to contribute to the smooth running of the work unit. <p><u>Planning & Organising</u></p> <ul style="list-style-type: none"> • Make simple arrangements and bookings under detailed instructions, help prepare straightforward materials to assist in the effective organisation of internal/external activities. <p><u>Work with others</u></p> <ul style="list-style-type: none"> • May receive visitors and action basic enquiries in a courteous manner to promote a positive image of the work unit. <p><u>Duties for all</u></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>The Core National Standards for Supporting Teaching & Learning:</p> <p>To understand and carry out the role in line with agreed standards, expectations & qualifications.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Able to form relationships with children, especially those who require a patient and empathetic approach to supporting their emotional regulation. Basic numeracy and literacy. • Ability to understand basic health and safety and hygiene and other relevant procedures. • Able to operate basic equipment. • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions.

	<ul style="list-style-type: none"> • Able to exchange basic information verbally or in writing. • May be required to undertake manual handling and physically demanding work. • Basic IT skills
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p> <p>THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
Role Summary	<p>Roles at this level carry out basic supervision of children. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.</p>