



# JOB DESCRIPTION

Job Title:

**MIDDAY SUPERVISOR**

Location:

**CHARNWOOD COLLEGE**

**Job Purpose:**

To supervise and assist students during lunchtime, inside the school and in the playground, to ensure a safe and positive learning environment is maintained and that all students 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:**

Operations Manager

**Grade:**

NJC05

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

- ★ 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 operations manager/head-teacher.
- ★ You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the head-teacher.
- ★ Organisation of the entry of the pupils into the dining room/hall.
- ★ 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 a Senior Member of Staff and/or the Operations Manager.
- ★ To set up the dining area/hall in terms of laying out the tables and to take them down following the lunchtime/break period.
- ★ Ensuring pupils keep out of areas that are out of bounds, and don't leave the school premises
- ★ Effective supervising pupils in the dining area/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.
- ★ Liaise with teaching staff and guidance managers 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.

## SUPPORT FOR THE ACADEMY

- ★ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ★ Be aware of and support differences, and ensure equal opportunities for all.
- ★ Contribute to the overall ethos and aims of the Academy. Appreciate and support the role of other professionals.
- ★ Participate in training and development, and performance reviews as required,
- ★ To support the Academy in order to manage the varying demands and deadlines within our busy Academy.

## OTHER DUTIES

- ★ The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.

# 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. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Well-motivated, enthusiastic with a 'can-do' attitude	✓		
★ Honesty and integrity	✓		
★ Good organisation and time management skills	✓		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for an on behalf of the organisation feel respected and able to give 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.***