

Job Description

Post Title:	Midday Supervisor
Location:	St Giles Spencer Academy
Salary/Pay Range:	NJC 3 (<i>£5,618.93 per annum; actual salary</i>)
Hours of work:	10 hours per week (11:45 – 13:30, Monday to Friday)
Reporting to:	Senior Operations Manager

Purpose of Role

To work effectively as part of a team monitoring pupil behaviour during the midday break.

Nature and Scope

Working as part of this important team, you will be required to carry out the following duties. The nature of the academy requires some of these tasks to be done regularly whilst others are on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages, where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

- To supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special and educational needs.
- To set-up the school hall / eating area in preparation for lunchtimes which includes putting up and setting out tables and chairs.
- To tidy away the school hall / eating area at the end of the lunchtime period which includes putting away tables and chairs, and sweeping the floors.
- To wipe down tables and clean dining areas between meals.
- To assist in feeding pupils with special educational needs and disabilities, as required.
- To attend to personal care needs of pupils with special educational needs and disabilities, as required.
- To organise and develop activities for the pupils during play.
- To assist in the supervision of other activities during the midday break, including setting out and storing equipment.

- To encourage pupils to eat healthy, balanced meals.
- To report incidents to senior staff or appropriate person(s) in line with academy policy.
- To work across any sites that form part of St Giles Spencer Academy (St Giles Spencer Academy, Hampshire Road and St Giles Spencer Academy – The Hive, Sir Frank Whittle Road).
- To undertake any other reasonable duties as may be from time to time, as determined by the Principal and / or Senior Operations Manager.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> ▪ Experience of supervising children. ▪ Experience of supervising children with special educational needs and disabilities. 	✓	✓
Knowledge and skills		
<ul style="list-style-type: none"> • To be able to talk to children in an appropriate manner. • To carry out activities in the classroom and on the playground. • To ensure the children’s safety at all times. • Basic health and safety. • Knowledge of / awareness of equal opportunities and its importance in school. • Knowledge of first aid. • Knowledge and understanding of child developments and social interaction. • Knowledge and understanding of the value of constructive play opportunities. 	✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
Personal qualities		
<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to maintain strict confidentiality. • Initiative and ability to prioritise own work and that of others to meet deadlines. • Efficient and meticulous in organisation. • Able to follow direction and work in collaboration with the leadership team. • Able to work flexibly, adopt a hands-on approach and respond to unplanned situations. • Ability to evaluate own development needs and those of others and to address them. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the Trust’s ethos, aims and whole community. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	