



<b>Job title:</b>	Midday Superintendent
<b>Hours of work:</b>	Please see advert
<b>Salary:</b>	Grade 4

### **The Role**

To be responsible, under the direction of the Headteacher, for the safe supervision and welfare of pupils on site during the lunchtime period, allocating duties to the Supervisory Assistants.

#### **Including:**

- Responsibility for behaviour of pupils during the lunch period, both indoors and outdoors, in accordance with the school's policies
- Ensuring that health and safety practices and procedures affecting pupils and Supervisory Assistants are maintained, including reporting of accidents, incidents, action taken etc.
- Undertaking minor first aid
- Undertaking appropriate training
- Dealing with unacceptable behaviour by pupils sensitively and effectively in accordance with school's policies and individual pupils' needs, whether directly encountered or from referral from a Supervisory Assistant
- Ensuring an effective Midday supervisory team by allocating duties and monitoring performance in carrying out their responsibilities. Reporting any issues to the Line Manager where appropriate
- Assist when necessary in ensuring that only authorised persons are on school premises during the lunchtime period
- Liaising with the Line Manager on ways of improving midday supervision
- Co-operating with staff working with pupils participating in lunchtime activities
- Liaising with Catering Manager on the general service of school meals, particularly the behaviour of pupils in the dining area.
- Make daily reports to the Line Manager on the general conduct of pupils, incidents of unacceptable behaviour and any disciplinary action deemed necessary
- Any other duties as defined by the Line Manager.

It is a requirement that all our staff have an enhanced DBS check. The School is committed to the welfare and safeguarding of all pupils and staff. All appointments are subject to detailed and satisfactory references and health check being received.

## **Person Specification**

### Experience

- Working with / supervising pupils indoors and outdoors
- Communicating with pupils with varying levels of understanding

### Qualifications/Training

- Willing to undergo appropriate training
- A basic knowledge of first aid is desirable or willingness to attend appropriate training

### Practical skills

- Good organisational skills
- Good communication skills
- Be aware of and apply the School's Health and Safety practices and procedures
- Able to act positively in the event of accident / spillage

### Personal qualities and attributes

- Ability to work as part of a team
- Flexibility and willing to carry out duties inside or outside the school building.
- Ability to communicate effectively with other staff and pupils in school
- A positive attitude

### **Additional Information:**

***Hales Valley Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.***

***This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:***

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

