



# Midday Supervisor



Harbour  
Learning  
Trust

## Job Description: Midday Supervisor

### Purpose of Post

- Supervise individual and groups of children in dining, playground and circulation areas throughout the day and engage them in appropriate activity and intervene to maintain behaviour standards and ensure wellbeing, safety and welfare

### Main duties and responsibilities

- Supervise children and young people, monitor their wellbeing and intervene using appropriate techniques and strategies to resolve challenging behaviour issues and maintain standards
- Assist developing and organising relevant activities to create a stimulating, safe and secure environment
- Record and report all incidents, accidents or concerns
- Identify and inform the teacher or nominated supervisor of any pastoral or educational concerns related to individual and groups of pupils
- Encourage healthy eating and interact positively with the children at meal times
- Ensure the environment is appropriate for food consumption e.g. cleaning tables
- Monitor children's and young people's conduct and behaviour throughout the mainstream learning process and intervene to resolve routine issues using appropriate techniques and skills to de-escalate potential difficult situations, or resolve simple conflict with individual and groups of pupils to establish and maintain a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.
- Cultivate and foster positive relationships with young people.
- No direct supervisory responsibility other than familiarisation of procedures and support to other colleagues.
- The post holder works under the close direction of the Senior Midday supervisor.
- Assist with the preparation, setting up, and safe serving of food, ensuring high standards of hygiene and presentation are maintained throughout the service period.

Contract Type: Permanent

Salary: Scale 1a , point 3 £24,796 (FTE) £4,170 Actual

Hours: 7.5 hours per week Term Time only

Reports to: Senior Midday Supervisor/Academy Principal

Location: Great Coates Academy

### General

- Other Duties - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

### GDPR

- The post holder is required to comply with GDPR regulations and maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

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## Specification

## Essential

## Desirable

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications & Training	<ul style="list-style-type: none"> <li>Awareness of the differing needs of children and child protection issues</li> </ul>	
Knowledge & Skills	<ul style="list-style-type: none"> <li>Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding and the Ofsted framework</li> <li>Experience of working with children in a school</li> </ul>
Professional knowledge & understanding	<ul style="list-style-type: none"> <li>When and how to intervene to ensure children's behaviour is appropriate</li> <li>Capable of adopting approaches that encourage children to ensure appropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding and the Ofsted framework</li> <li>Awareness of the relevant schools procedures, practices, protocols and relevant legislation</li> <li>Knowledge of the Healthy Schools Standards</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Good listening and observational skills</li> <li>Good interpersonal and communication skills</li> <li>Ability to develop and maintain positive relationships with children and colleagues</li> <li>Ability to supervise a wide range of pupils in non-teaching situations</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>Able to work positively with others in a teamwork situation</li> <li>Ability to communicate with and motivate groups of children</li> </ul>	

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We passionately believe that every child should receive the very best education that prepares them fully for the future