

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>POST:</b>	Relief Midday Supervisor
<b>LOCATION:</b>	Prestley Wood Academy
<b>RESPONSIBLE TO:</b>	Senior Leadership Team
<b>SALARY:</b>	Point 02 £24,413 (full time earnings)
<b>HOURS &amp; WEEKS:</b>	Relief cover only - days and hours to be set as required by the school but will fall Monday to Friday term-time only

### Job Purpose

We are looking to appoint Relief Midday Supervisors to join our happy, friendly and supportive team. We are looking for a kind, helpful, energetic and understanding person who can work well with our children.

The candidate can access a range of specialist training.

We reserve the right to close the application window early if a suitable candidate is found. The ideal candidate will be:

- Proactive
- A strong team player
- Flexible
- Calm, positive and friendly, but firm

Your role will include:

- Supervising children in the dining hall, supporting some children with their lunches, helping with the domestic duties included in the daily running of the dining hall.
- Supervising children in the playground in accordance with the School Behaviour Policy.
- Attending any training course required.

### Safeguarding our pupils:

All staff work as part of a team. They are required to support the values and ethos of the academy and trust and school priorities as defined in the School Development Plan and priorities. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring Service check (DBS) to be undertaken. Therefore, it is essential in making your application that you disclose any convictions or cautions (excluding youth

cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. The DBS check will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and check to establish that a person is not barred from 'regulated' activity as defined by the Safeguarding Vulnerable Groups Act 2006.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

The fact that a pending prosecution, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

In the event of employment being taken up, any failure to disclose relevant convictions will result in dismissal or disciplinary action by the academy.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

### **Person Specification:**

The person specification shows the abilities and skills you will need to carry out the duties in the job description.

### **Knowledge & Experience**

- Experience of interacting with children and be able to relate well to them.
- Be able to organise and supervise simple games for groups of young children if required.

### **Skills & Abilities**

- Be patient, tolerant and calm by nature.
- Have an awareness of safety and the ability to act to ensure the environment is safe.
- Be willing to work as part of a team under the direction of phase leaders.
- Be a good role model to the children.
- Ability to relate well to children and adults.
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.
- Initiate games and activities appropriate to the age of the child.