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| Job title | **Midday Supervisor**  | Contract | **Permanent**  |
| Department | **Midday Supervisors** | Reports to | **Senior Leadership Team**  |
| Our mission |
| We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens. |
| Your role |
| The role holder will be part of a team of midday supervisors who are responsible for pupil supervision during the midday break. Specific duties are allocated accordingly to the pupil’s needs. You will be supervised on a day-to-day basis by classroom teacher. |
| Person specification |
| Ability to organise one’s own work, to prioritise tasks and keep to deadlines | Essential |
| Ability to work independently and support the work of the team | Essential |
| Ability to be flexible and respond effectively to the ‘unexpected’ | Essential |
| Ability to communicate and interact effectively with adults and children and young people | Essential |
| Ability to apply instructions given by teachers or supervisors | Essential |
| Ability to maintain confidentiality of pupil information | Essential  |
| Ability to demonstrate respect for pupils and be able to listen to their views | Essential  |
| Willingness to successfully complete the range of training relevant to the job | Essential  |
| Hold First Aid Certificate or be willing to complete the training | Desirable  |
| Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis) | Desirable  |
| Willingness and motivation to develop own skills. | Desirable  |
| Experience, on a voluntary or paid basis of working with children or young people | Desirable |
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| Accountabilities |
| Strategy | * Support the ELAT vision, mission and values.
* Contribute to the trust’s mission of continuous improvement.
* Contribute to the communications strategy.
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| Planning  | * Work with the Head of Digital Engagement to deliver plans for school improvement.
* Take the ELAT strategy and develop appropriate engagement tools, planning for a ‘joined up’ experience.
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| Delivery | * Design and deliver resources that improve engagement with key audiences.
* Contribute to the trust style guides and assets.
* Support staff in the use of design assets.
* Train internal teams to use relevant technologies.
* Work with colleagues to drive a consistent approach to digital and printed assets, including signage.
* Generate innovative ideas for improved cross trust communication.
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| People Management / Organisational Development | * To fully take part in the trust’s performance management system.
* Take part in CPD activities, as necessary.
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| Information Management and Reporting | * Worth with the Head of Digital Engagement to produce reports on work in the department.
* Act at all times in line with the trust’s Child Protection procedures.
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| Data Protection | * All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust’s procedures, or use personal data held on others for their own purposes.
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| Health and Safety | * Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
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| Good Citizenship | * Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.
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| Key Stakeholders | Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies. |
| Trust Values | Passion, Respect, Inclusion, Challenge, Openness |