

SUPPORT STAFF JOB DESCRIPTION

ROLE TITLE	Midday Supervisor
CONTRACTED HOURS	7.5 hours per week / 39 weeks per year
LOCATION	St Edward's Academy
GRADE / SCALE POINT – SALARY	Grade 4 – Starting at Point 1
REPORTING TO	Assistant Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that students learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

PURPOSE OF THIS ROLE

- Responsible for the safety, welfare and conduct of pupils during lunchtimes, in classrooms, dining room, playground and when moving from one area to another.
- Preparing the dining room for school lunches and clearing away afterwards.

MAIN DUTIES AND RESPONSIBILITIES

- Communicate effectively with all staff and pupils promoting professional relationships.
- Work as part of a team to ensure that the school lunch breaks start and finish on time.
- Supervise pupils whilst they eat lunch and either on the playground or inside the school during inclement weather.
- Ensure that pupils have either a school or home prepared lunch and supervise the pupils over the lunch period.
- Supervise students going to and from the dining hall.
- Encourage children to eat healthily, develop good eating habits and promote positive interactions.
- Support children whilst in the dining hall, reinforcing the proper use of cutlery and assisting younger pupils as required.
- Clear up the dining room during and after the lunch break including clearing any food and wrapping left on tables and wiping the tables and benches.
- Monitor pupils and ensure no child is in the building unsupervised.
- Ensure children remain within a safe environment and are able to play safely.
- Actively encourage pupils to cooperate and play together.
- To supervise in the playground or in the school building during 'wet lunchtime' including encouraging co-operative behaviour.
- Set suitable and positive behaviour standards in line with the school Behaviour Policy.
- To manage behaviour issues in a calm and positive manner and implement the rewards and sanctions systems in line with school policy.
- Assist in dealing with playground incidents in accordance with school Behaviour Policy, communicating details to the Head of Learning or member of the Senior Leadership Team on duty.
- Carry out basic first aid as required. For more serious cases, ensure that one of the named First Aiders is called and the Head of Learning or member of the Senior Leadership on duty is informed.
- Ensure that all incidents requiring first aid are communicated and recorded appropriately and in line with school's procedures and policies.
- Report any concerns, details of incidents and accidents immediately to the Head of Learning and/or the member of Senior Leadership team on duty, as appropriate.
- Be familiar with and maintain up-to-date knowledge of the school's Child Protection Policy and safeguarding procedures.

- Maintain confidentiality at all times.
- Attend termly review meetings, staff meetings when required.
- Participate in Child Protection training every year and other training as required.
- Take on roles and responsibilities as directed by your Line Manager or the Headteacher.

Equalities:

- Contribute to a working environment which supports equal opportunities and anti-discriminatory practice by committing to equality of opportunity for all regardless of gender, disability, religion, ethnic origin and sexual orientation.

Health and Safety:

- Be aware of and comply with policies and procedures relating to health and safety and report all concerns to an appropriate person.
- The job may involve moving and carrying dining tables and chairs at the beginning and end of the shift.

OTHER

- To be responsible for own continuing self-development as midday supervisor, undertaking training in both medical and pastoral areas and participating in annual appraisals where necessary.
- Undertake any other reasonable duties as required by the Headteacher or the Senior Leadership Team.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies.

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership Team which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	Knowledge and use of a range of classroom equipment.	Experience of working with students. Basic knowledge of first aid.
Literacy and Numeracy	Ability to read and understand instructions. Ability to complete basic paperwork.	
Organisational		Knowledge of school policies and procedures.
MENTAL SKILLS		
Research	Assist with information gathering and resources as appropriate.	
Problem Solving	Ability to recognise and resolve or report problems.	
INTERPERSONAL AND COMMUNICATION		
Caring Skills	Sensitivity to students' needs.	
Advising / guiding	Advising and guiding students on the best way to handle situations, under the teacher's direction.	
Verbal and written	Ability to communicate clearly. Ability to encourage participation and give information where required to students and parents	
PHYSICAL		
Keyboard	Ability to use ICT for emails and other basic ICT skills	
Manual Skills	Ability to administer first aid to students, staff, visitors as and when required.	
LEVEL OF AUTONOMY	Work is covered by set policies and procedures. Able to work with small groups of students when carrying out specific tasks or on field trips etc.	
	Able to make decisions on when to refer queries/problems to teaching staff or line manager.	