

## JOB DESCRIPTION

<b>Post</b>	<b>Midday Supervisor</b>
<b>Responsible to</b>	<b>Business Manager and Senior Midday Supervisor</b>

### General Responsibilities

- Model our Trusts core values of Inspire, Include, Integrity, Exceed and uphold the overall vision, mission and ethos of Exceed Learning Partnership
- Recognise your own strengths and areas of expertise and use these to inspire and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies, at all times.
- To assist with the development of policies and procedures as may be required outside your own remit of role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce and respond to complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance appraisal as required
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the nature of the post as directed by the Line Manager

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

### Purpose of the job

As a Lunchtime Supervisor, you will actively supervise pupils and provide activities during the lunch time period in the dining room, playground and throughout the academy premises.

### Main Duties

- ❖ To support the welfare, health and safety of pupils at designated times
- ❖ To promote and foster good relationships between pupils through the engagement in play and games activities
- ❖ To lead and encourage pupils to take part in activities and games appropriate to their age and abilities
- ❖ To challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviours

- ❖ To identify any causes of concern displayed by pupils and to report these to a Senior Pupil Supervisor or class teacher where appropriate
- ❖ To arrange for first aid to be administered
- ❖ To clean up spillages and sickness
- ❖ To hand over any valuables/personal possessions left in communal areas to a supervisor
- ❖ To oversee the cleanliness of dining areas e.g., clean up spillages and ensuring eating areas are hygienic, removing used dinner plates and cutlery setting up and putting away dining tables, assisting with serving meals to children
- ❖ To undertake other reasonable duties (with competence and experience) as requested in accordance with the changing needs of the organisation
- ❖ To be aware of responsibilities under child protection legislation and report concerns to the designated safeguarding lead (DSL)

### **Safeguarding Procedures**

- ❖ It is the responsibility all members of staff to follow the correct safeguarding procedures in the academy. All staff have a duty to attend child protection training every three years
- ❖ All staff have a duty to read and follow the safeguarding policies in the academy
- ❖ All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection
- ❖ To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2006 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.

### **Health and Safety**

- ❖ Be trained in procedures for Health & Safety & First Aid
- ❖ To administer first-aid as agreed in the procedures within the Policy

### **Equal Opportunities**

- ❖ To ensure that all pupils and staff are respected and treated equally at all times
- ❖ Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.

### **Performance Appraisal**

- ❖ To set key targets for development
- ❖ To work towards achieving targets for development

### **Professional Learning**

- ❖ To undertake professional learning opportunities
- ❖ To complete all statutory training within the allocated timescales set by the Academy/Trust.

### **Conditions of Employment**

- ❖ The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- ❖ The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- ❖ To uphold the academy's policy in respect of safeguarding and child protection matters.

- ❖ To be subject to all relevant statutory and institutional requirements.
- ❖ The post holder may be required to perform any other reasonable tasks after consultation.
- ❖ This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- ❖ This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification after consultation with the post-holder.
- ❖ All staff participate in the academy's performance appraisal scheme

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the school commensurate with the grading of the post at the discretion of the Academy Principal/Business Manager