

Brighter Futures Learning

Partnership Trust

**APPLICATION INFORMATION**

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Job Description

**JOB TITLE: MIDDAY SUPERVISOR**

**BAND 3**

**RESPONSIBLE TO: HEADTEACHER/SCHOOL BUSINESS MANAGER**

**Main Duties:**

To supervise pupils, who remain on the school premises during midday break, ensuring their safety, welfare and general well-being.

* ensure that the pupils wash their hands before eating;
* escort pupils to and from the dining area, as necessary;
* ensure that if pupils have school lunch they are in the dining hall at the correct time;
* support pupils at the servery counter when choosing food, support with the proper use of cutlery and help them cut up their food when necessary;
* assist pupils with the return of used plates, trays, cutlery and beakers when lunch is finished;
* report to the Senior Midday Supervisor/Inclusion leader any cause for concern;
* attend to any pupils should they become ill during the midday break, and again seek appropriate assistance;
* liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required
* attend training to support the role, as required.
* Supervise the pupils during lunchtime playtime.
* report to the Senior Midday Supervisor/Inclusion Leader any cause for concern;
* support constructive play opportunities for pupils when required;
* ensure that children remain within a safe environment, and that they play safely;
* set suitable behaviour standards in line with school policy;
* effectively manage behaviour in line with the school policy
* help children acquire social skills;
* attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
* assist the pupils with toileting needs/changing in line with any personal care plan.
* report to the Senior Midday Supervisor any acts that constitute serious infringements of school rules;
* liaise effectively and professionally with staff, teachers, learning support assistants and parents, as required
* set an exemplary example to children at all times

* to promote a culture of vigilance around safeguarding at all time
* to report any safeguarding issues to the DSL immediately

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**



Person Specification

**JOB TITLE:** Midday Supervisor

**BAND: 3**

**RESPONSIBLE TO:** Headteacher

|  |  |  |
| --- | --- | --- |
| ***Experience***  | **Essential** | **Desirable** |
| * Previous experience of working with children, preferably as a mid day Assistant
* Experience of working as part of a team to achieve objectives
* Experience of staff supervision
 | **✓** | **✓****✓** |
| **Qualifications** |  |  |
| * First Aid Certificate
 |  | **✓** |
| **Education and Training** |  |  |
| * Good standard of written English
* Ability to communicate effectively in English

**Skills, Knowledge and abilities** | **✓****✓** |  |
| * Good communication skills
* Ability to have positive interactions with children of all ages
* Ability to work with children from a wide range of social and cultural backgrounds
* Ability to help children resolve conflicts constructively
* Ability to deal in a calm and confident manner with behavioural issues
* Ability to use own initiative to deal effectively with minor accidents, injuries and other incidents involving children
* Able to maintain confidentiality at all times about school issues, within school and in the wider community
* Knowledge and understanding of Health and Safety standards within a school setting, particularly security
* Ability to record clear and accurate incident/accident reports
 | **✓****✓****✓****✓****✓****✓****✓** | **✓** |
| **Other Job Specific Requirements** |  |  |
| * A willingness to promote the ethos of the school
* Commitment to the School Equal Opportunities Policy and acceptance of their responsibility for its practical application
* Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974
* A willingness to undertake further training and development within the role
 | **✓****✓****✓****✓** |  |
| **Safeguarding** |  |  |
| * Good understanding of the importance of safeguarding
* Ability to promote the culture of safeguarding across the school
 | **✓****✓** |  |



**How to Apply**

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form **(CV’s will not be accepted for this post)** and add a concise letter of no more than two sides of A4 addressing the following:

* why you are applying for this position
* how your experience to date will enable you to successfully take on the role.

**Applications should be received by (add date)**

**Interviews will be held (add date)**

**Good luck with your application.**

