

## JOB DESCRIPTION

Job Title	<b>STEP Midday Supervisor</b>
Grade	1-3
Responsible to	Head of School

### Job Purpose:

- Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities
- Ensure the health, safety, conduct and well-being of all pupils
- Support children with making friends and understanding how to interact with peers in a setting less formal than the classroom.
- Demonstrate highly effective behaviour management practice that results in a happy dining and play experience
- Lead play activities on the playground, ensuring that all children are included in games
- Encourage children to eat their lunch and clear up after themselves
- Be proactive in dealing with any issues that arise over the lunch period
- Actively promote the Academy's core values, and lead by example to inspire all children to embody these.
  
- Undertake any professional duties that might be delegated by the Head of School.

### Key Accountabilities:

- Promote the agreed vision of STEP Academy Trust and implement all relevant policies.
- Be aware that each child has a right to equal opportunities and equal access to activities.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Work collaboratively with colleagues in a team, setting high professional standards.
- Take an active part in the life of the school.
- Participate in the school's arrangements for performance management and other professional development activities.
- Safeguard the health and safety of all children.

### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

Job Title: **Midday Supervisor**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
<b>1</b>	<i>Experience of working with primary aged children.</i>	<i>Experience of working with a range of children across EYFS, KS1 and KS2.</i>	✓	✓	✓
<b>Knowledge &amp; Understanding</b>					
<b>2</b>	<i>Thorough understanding of and commitment to equality of opportunity</i>		✓	✓	
<b>3</b>	<i>Knowledge of safeguarding and child protection issues.</i>		✓	✓	
<b>Skills &amp; Abilities</b>					
<b>4</b>	<i>Ability to plan, organise and prioritise work in order to meet deadlines.</i>		✓	✓	
<b>5</b>	<i>Effective behaviour management skills.</i>		✓	✓	✓
<b>6</b>	<i>High standard of spoken and written English.</i>		✓	✓	✓
<b>7</b>	<i>Ability to think creatively and actively seek solutions to problems.</i>		✓	✓	✓
<b>Personal Skills and Attributes</b>					
<b>8</b>	<i>Enthusiasm for learning and working with children.</i>		✓	✓	✓
<b>9</b>	<i>Excellent communication and interpersonal skills.</i>		✓	✓	✓
<b>10</b>	<i>Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.</i>		✓	✓	
<b>11</b>	<i>Ability to work independently and on own initiative.</i>		✓	✓	