

## JOB DESCRIPTION

Job Title	Midday Supervisor
Responsible to	Senior Leadership Team Member

### Job Purpose:

- Ensure there is a secure and welcoming facility to support, motivate and supervise pupils with eating their meal and play activities. Responsible for the health, safety, conduct and well-being of all pupils, and in particular those in the class allocated under the duty rota. Also ensure the smooth running of the meal arrangements by anticipating and dealing with any problems and promoting constructive play ideas with pupils.

### Key Accountabilities:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

### 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>					
	Working with or caring for pupils of relevant age		X	X	
<b>Knowledge &amp; Understanding</b>					
	Understanding of relevant polices/codes of practice and awareness of relevant legislation.		X	X	
	Commitment to and understanding of Equal Opportunities		X	X	
	Basic understanding of child development and learning.		X	X	
<b>Skills &amp; Abilities</b>					
	Good numeracy / literacy skills and communication skills		X	X	
	Confidence in dealing with young people, maintaining discipline and motivation.		X		
	Ability to self-evaluate learning needs and actively seek learning opportunities		X	X	
	Ability to relate well to pupils and adults		X		
	Work constructively as part of a team, understanding roles and responsibilities and your own position within these.		X		
<b>Personal Skills and Attributes</b>					
	First aid training as appropriate.				
	Commitment to supporting and understanding pupils needs.				
	Maintain confidentiality at all times.				
	Commitment to safeguarding, equality, diversity and inclusion.				
	Ability to respond quickly and effectively to issues that arise.				