



JOB DESCRIPTION

Job Title	Midday Supervisor
Responsible to	Senior Leadership Team

Job Purpose:

- Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in 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 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 pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal.
- Serve pupils salad items/bread as required. Pour water and milk for pupils.
- Ensure a high standard of cleaning hygiene: Support pupils in cleaning away meals and rubbish. Provide additional cleaning responsibilities e.g. wiping down tables.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- 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.
- Supporting children to engage in positive play on the playground. This may include engaging in play with them where appropriate.
- Ensure the safety of all children when using the play equipment.
- Complete first aid duties.

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
Qualifications & Experience					
NVQ Qualification		✓	✓		
Knowledge & Understanding					
To be able to take charge of groups of children setting and maintaining acceptable behavioural standards	✓		✓	✓	
Appropriate knowledge of first aid	✓		✓	✓	
To be able to engage the children in play	✓		✓	✓	
Skills & Abilities					
Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision			✓	✓	
General understanding school roles and responsibilities.	✓		✓		
High degree of energy, resilience and enthusiasm		✓	✓	✓	
Promote and safeguard the welfare of children and young people within the school.	✓	✓	✓		
Personal Skills and Attributes					
Ability to form good relationships with children	✓		✓	✓	
Ability to stay calm and be patient and understanding when dealing with the children	✓		✓	✓	
To be able to deal fairly and consistently when dealing with the children.	✓		✓	✓	