|  |
| --- |
| Trinity Academy Grammar |
| Job Title:  | Midday Supervisor |  |
| Job Scale:  | Scale 1b |  |

**BASIC JOB PURPOSE**

* To supervise pupils during their lunch break.
* To ensure the Health and Safety of pupils during their lunch break.
* To work as part of a team to ensure that all pupils are supervised across all areas of the Academy.

|  |  |
| --- | --- |
| **Reporting to:**  | Finance & Operations Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1** | To supervise pupils and to ensure that the Academy premises and grounds are supervised in a safe, reasonable manner. |
| **2** | To supervise all areas of the Academy, as directed. This includes outside areas, dining room and queuing areas. |
| **3** | To ensure adequate control is kept when pupils are queuing. |
| **4** | To maintain good pupil behaviour, ensuring they respect Academy property and staff. |
| **5** | To ensure that pupils clear dining tables, stack crockery etc. |
| **6** | To ensure Health and Safety of pupils and staff during periods of duty. |
| **7** | To report any incidents of concern, including poor behaviour, incidents of bullying and any injuries.  |
| **8** | To react calmly and responsibly when dealing with challenging situations. |
| **9** | To react calmly and responsibly in emergency situations. |
| **10** | To supervise pupils back into lessons at the end of their lunch break, ensuring that the outside areas are clear of pupils and their possessions. |
| **11** | To engage in organised play activities and actively engage with the children whilst outside. |

|  |
| --- |
| Other Specific Duties: |
| * To continue personal professional development as required.
* Attend staff and other meetings and participate in staff training and development events as required.
* To actively engage in the performance review process.
* All support staff may be used to perform appropriate duties as and when required by the Academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary.
* To work in the best interests of the Academy, pupils, parents and staff.
* To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
* To work flexibly, and to travel if and when required, to meet the needs of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date  |

|  |
| --- |
| **PERSON SPECIFICATION** |
| **Job Title: Midday Supervisor** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * Good literacy skills
* Experience of supervising pupils, or young people
* Experience of interacting with young people between the ages of 4-11
 | * Relevant experience of a learning environment
* Current First Aid Certificate
 |
| **Knowledge & Understanding** | * Understanding of the purpose and role
* A good understanding of good quality childcare
* Understanding of behaviours not conducive to learning and able to deal with a variety of situations
 | * Understanding of Safeguarding and Child Protection issues.
* Knowledge of first aid
 |
| **Skills & Abilities** | * Ability to work as an effective team member and apply given instructions
* Ability to complete basic administrative duties such as log book, records and incident reports
* Ability to organise, plan and complete tasks
* High personal standards and able to provide a role model for children
* Ability to understand and follow school policies
 | * Willingness to develop own understanding through advice and training
* Ability to think clearly in emergency situations
 |
| **Personal Qualities** | * Enjoyment in working with children
* An excellent record of attendance and punctuality
 |  |