



## Job Description and Person Specification



Job Title:	Midday Supervisor
Grade Range:	Grade IC Point 2-3
Hours:	5 hours per week (Monday-Friday)
Location:	Heathfield Academy
Reports to:	Headteacher / Line Manager
Role Purpose and Role Dimensions:	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. As a member of the Heathfield Academy Team take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. To commit to continually developing personal understanding of diversity. To attend all scheduled meetings.
Commitment to Diversity:	As a member of STEP Academy Trust to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none"><li>• Parents / carers / children</li></ul>
Key Internal Contacts:	<ul style="list-style-type: none"><li>▪ Academy Staff</li><li>▪ Pupils</li><li>▪ Governors</li><li>▪ Other STEP staff</li></ul>

<p>Key Accountabilities and Result Areas:</p>	<p>Key Elements:</p>
<p>Support for Pupils</p>	<p>This will involve:</p> <p><u>At mealttime:</u></p> <ul style="list-style-type: none"> <li>▪ Ensure that the meal arrangements comply with all school policies, including Family Dining, and provide a safe environment for pupils, including those with special needs.</li> <li>▪ Support pupils in meal arrangements.</li> <li>▪ Teach games to the pupils.</li> <li>▪ Ensure that the pupils dry their hands.</li> <li>▪ Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.</li> <li>▪ 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.</li> <li>▪ Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.</li> <li>▪ Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.</li> <li>▪ Promote a learning environment within the ethos of the school.</li> <li>▪ Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.</li> </ul> <p><u>In Playtime:</u></p> <ul style="list-style-type: none"> <li>▪ Ensure pupils are dressed appropriately for the weather (checking coats are fastened).</li> <li>▪ Operate a system to go to the lavatory, so that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Only hand out bands to the allocated class.</li> <li>▪ Ensure that pupils are not in the building when they should be outside.</li> <li>▪ Teach games and implement good behaviour in the playground (follow the appropriate policy).</li> <li>▪ Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.</li> <li>▪ Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).</li> </ul>

	<p><u>Wet Playtimes:</u></p> <p>(As well as above)</p> <ul style="list-style-type: none"> <li>▪ Supervise a class while they play classroom games, draw or finish school work.</li> <li>▪ Read a story or play games.</li> <li>▪ Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session</li> </ul>
	<p><u>Where relevant, note dates of meetings from yearly planner in staffroom and attend meetings. This is a paid directed activity.</u></p> <p><u>Communication with others</u></p> <ul style="list-style-type: none"> <li>▪ To recognise and report on child protection issues according to school policy.</li> <li>▪ Tick the attendance register each day.</li> <li>▪ Be aware of school events by looking at the yearly planner, newsletters, website and FB page.</li> <li>▪ Ensure that the behaviour policy is being followed robustly and consistently.</li> </ul> <p>Communicate any general concerns to the class teacher at the end of the lunchtime.</p>
<p>Support for the School</p>	<p><u>This will involve:</u></p> <ul style="list-style-type: none"> <li>▪ Prepare, maintain and use resources required to meet requirements and assist pupils in their use.</li> <li>▪ Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly. Be punctual and reliable.</li> <li>▪ Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.</li> <li>▪ Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> <li>▪ Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>▪ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Academy's Equal Opportunities policies and to the standards of customer care.</li> <li>▪ Be responsible for own health and safety, as well as that of colleagues, pupils 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.</li> <li>▪ Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.</li> </ul>
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**Key Accountabilities and Result Areas:**

**Key Elements:**

**Green Statement**

**This will involve:**

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

**Data Protection/GDPR**

**This will involve:**

- To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this
- *To maintain client records and archive systems, in accordance with Trust procedure, policy and statutory requirements*

## Confidentiality

### This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## Equalities

### This will involve:

- The 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.

## Customer Care

### This will involve:

- Ability to demonstrate a commitment to STEP Academy Trust Code of Conduct, Safeguarding and Inclusion Policies.

## Health and Safety

### This will involve:

- Deal with minor accidents in the playground or hall – medical assistance can be sought from the designated First Aider.
- Supervise pupils during Fire Drill (real or practice) or any emergency situation.
- Follow the appropriate procedure when a pupil is sick as well as cleaning it up. Ensure the Administration Officer in the office is informed.
- 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.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school's policies and interventions

## Person Specification

Job Title:

Midday Supervisor

Essential knowledge:

- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.

Essential skills and abilities:

- Good numeracy / literacy skills and communication skills.
- Confidence in dealing with young people, maintaining discipline and motivation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to pupils and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Essential experience:

- Working with or caring for pupils of relevant age.

Special conditions:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_