

Job Title: Midday Supervisor
Directly responsible to: Head Teacher/Lead HLTA
Directly responsible for: Supervision of children with significant additional needs during the school lunch break Ensuring that hygiene standards are maintained Ensuring that safety standards are maintained
Hours of Duty: 7.5 hours per week Term time only
Grade: NJC Point 1-4 £4,032 to £4,332 per annum based on full-time equivalent salary range of £20,258 to £21,189 per annum.
Main Duties and Responsibilities Supervision of Children <ul style="list-style-type: none"> • Collecting dinners and encouraging children to consume their food • Supervision of children in playground, cloakroom, toilets etc, alongside teaching assistants or teachers • To engage children, in appropriate play activities wherever possible. • To assist in the management of children's behaviour, in accordance with the Academy's behaviour policy and school rules. • To work as an effective member of the team during the dinnertime period, to ensure all children are safe, happy, well cared for. Hygiene Standards <ul style="list-style-type: none"> • Cleaning up spillages • Ensuring tables are clean Safety Standards <ul style="list-style-type: none"> • To follow school procedure around first aid and sickness etc • To follow school procedures around eating and drinking • To protect children, others and self from injury by vigilance, teamwork

General Duties and Responsibilities.

- To establish constructive working relationships with staff through mutual support and team work.
- To sustain a positive attitude and an understanding of the moral and values of the Academy.
- To contribute to a positive working environment that encourages pupils and other staff to feel happy and secure.
- To be aware of child protection issues and procedures and report any such issues to the Designated safeguarding lead or in their absence the deputy.
- Be aware and comply with policies and procedures relating to health and safety, security, confidentiality and data protection.
- Contribute to the overall ethos, work and aims of the Academy.
- To attend all meetings and other professional training as appropriate to your role.
- Act as a good role model to both staff and students in terms of modeling high standards of professionalism, dress and behaviour.

3. Knowledge and Skills

- To have experience of working with young people with additional needs or a willingness to undertake training
- Competent numeracy and literacy skills
- 1 day First Aid trained or willingness to undertake any necessary training

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Academy will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Received and accepted by

Executive Principal