

Job Description



POST:	Midday Supervisor
RESPONSIBLE TO:	Principal, under the day-to-day management and leadership of the Head of School
SALARY:	SCP 01-03: £27,345 - £27,729 – Outer London (pro rata) (plus Local Government Pension Scheme) Actual Salary: £6357.00
LOCATION:	Oasis Academy Ryelands
WORKING PATTERN:	10 hours per week, 11:30 to 13:30 Monday to Friday, Term Time
DISCLOSURE LEVEL:	Enhanced Criminal records Disclosure with Barred List Check

JOB PURPOSE:

To supervise pupils on the school premises during midday break, ensuring that the children eat meals safely, have an enjoyable lunchtime and behave well in doing so.

SPECIFIC RESPONSIBILITIES:

A. Assist children

- Escort pupils to and from the dining room, as necessary.
- Promote professional relationships between Lunchtime Supervisors whilst engaged in role
- Help younger pupils at the servery counter and with the proper use of cutlery, helping them cut up their food when necessary.
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished.
- Supervise pupils eating food and ensure that all equipment is cleared away after use.
- Act as play leader in the playground or the classroom, depending on the weather
- Ensure suitable equipment is available during the lunch break to ensure the best possible enjoyment for pupils
- Ensure that children remain within a safe environment, and that they play safely.
- Help children acquire social skills.
- Attend to minor accidents sustained during the midday break and seek appropriate assistance if necessary.
- Attend to any pupil who becomes ill during the midday break and seek appropriate assistance.

B. Communication

- Communicate effectively with all lunchtime supervisors and promote professional relationships between staff whilst engaged in role.
- Report to the Class Teacher any child whose diet may give rise for concern.
- Set suitable behaviour standards in line with school policy, following up any issues with the Class Teacher.
- Report to the Phase Leader any acts that constitute serious infringements of school rules.
- Liaise effectively and professionally with staff, teachers and parents, as required.



C. Policies and training

- Have an awareness of the school's policy on Child Protection.
- Attend training, as required.

D. Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Midday Supervisor Person Specification



Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is rooted in what we believe and who we are. It is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include
- A desire to treat people equally respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

It is these ethos values that we want to be known for and live by. They are the organisational values we aspire to. We are committed to a model of inclusion, equality, healthy relationships, hope, and perseverance throughout all the aspects of the life and culture of every Oasis Hub and Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Basic literacy skills. 	<ul style="list-style-type: none"> • First Aid qualification.
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English. • Experience of working with children or young people (paid or unpaid). • Knowledge of basic Health and Safety and First Aid. • Ability to supervise and organise pupils. 	<ul style="list-style-type: none"> • Experience of lunchtime role. • A knowledge and understanding of the welfare and social needs of pupils at lunch time.

Personal Qualities	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undergo appropriate checks, including enhanced DBS checks.• Motivation to work with children and young people.• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.• To be able to maintain confidentiality.	
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