

Inspire Partnership Academy Trust Midday Supervisor Job Description

Role:	Midday Supervisor
Location:	West Thornton Primary School
Contract and salary:	Grade 1 (spinal point 1 - 3) £20,658 - £21,408 FTE (£7,626.90 - £7,903.80 pro rata) 11.00 - 2.00pm, 39 weeks per year, term time only (plus INSET days)
Reports to:	Associate Headteacher

Purpose of Job

To ensure the safety, welfare and good conduct of pupils during the midday break, in accordance with the practices and procedures of the school.

Duties and Responsibilities

- Supervise pupils in the dining areas, lining up, on playgrounds, play ground equipment and during wet breaks or in other parts of the school premises, as directed by the Senior Midday Meals Supervisor.
- Use the school's behaviour management strategies to promote good standards of behaviour and good table manners.
- Assist in dealing with challenging behaviours and report such matters to the class teacher, Senior Midday Meals Supervisor or Deputy Headteacher.
- Ensure health & safety/school security/child protection procedures are upheld.
- Provide welfare support to the pupils of the school, including undertaking basic first aid duties.
- Change clothes, clean and care for the personal cleanliness of the children as appropriate.

- Engage children in developmental play in the playground and run lunchtime clubs as required.
- Assist with seasonal events, e.g. Sports Day, Christmas parties etc.

Organisation

- Responsible to Associate Headteacher
- The post holder has no direct supervisory responsibilities.

Safeguarding

The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures

This job description and allocation of responsibilities may be amended following discussion with the Associate Headteacher and should be reviewed annually.

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experienced of working with children.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Numeracy and literacy skills. • Basic IT skills. • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Good influencing skills to encourage pupils to interact with others and be socially responsible.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.