



Midday Supervisor

Chellaston Academy

5 hours 50 minutes per week, 38 weeks per year

Permanent

Scale 1 £2,377 - £2,449 pro rata (£18,333 - £18,887 FTE)

QEGSMAT are seeking to appoint Midday Supervisors on a permanent basis.

Chellaston Academy is a large secondary school on the outskirts of Derby and enjoys an excellent reputation within the local community. Academic standards are already high in all key stages but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

If you are interested in this position, please visit our QEGSMAT website where you can apply via TES. <http://www.qegsmat.com/current-vacancies/>

Closing date for applications: 15th May 2022

Proposed Interview date: 19th May 2022

Potential Start Date: 6th June 2022

Actual Salary: Scale 1 £2,377 - £2,449 pro rata (£18,333 - £18,887 FTE)



JOB DESCRIPTION

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|-----------------|--|
| POST: | Midday Supervisor |
| RESPONSIBLE TO: | Senior Lunchtime Supervisor |
| GRADE/SALARY: | Scale 1 £2,377 - £2,449 pro rata (£18,333 - £18,887 FTE) |
| POST OBJECTIVE: | To ensure the safety and welfare of students during the Lunchtime break. |

DUTIES AND RESPONSIBILITIES:

- Supervise lunch queues and ensure student entire venue safely and politely
- Supervise the dining hall throughout the lunch period promoting good behaviour and a calm atmosphere
- Ensure students clear their tables of dirty dishes and dispose of their litter in the receptacles provided
- Wipe clean dining tables and clean up any spillages hazardous to students and staff
- Patrol the school in agreed areas during lunchtimes when it is raining
- Deal with any unacceptable/challenging behaviour in line with school policy
- Support the school by enforcing all school rules.

METHODS OF WORKING

The post holder must:

1. Maintain confidentiality and observe data protection and associated guidelines where appropriate;

2. Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
3. Understand and comply with the school's Health and Safety Policy in the performance of their duties and responsibilities;
4. Carry out the duties of the post in compliance with the school's Equal Opportunities Policy;
5. Understand and comply with all other relevant school policies;
6. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's professional development and supervision arrangements;
7. Undertake any necessary training associated with the duties of the post;
8. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|-----------------------------------|---|--|
| SKILLS & ABILITIES | <ul style="list-style-type: none"> • Ability to relate well to children • Ability to work flexibly | <ul style="list-style-type: none"> • Ability to carry out manual handling tasks |
| EXPERIENCE & KNOWLEDGE | <ul style="list-style-type: none"> • Working in a team | <ul style="list-style-type: none"> • Working with children • Managing the behaviour of children • Health and Safety |
| OTHER | <ul style="list-style-type: none"> • Committed to personal and professional development with a willingness to undertake training necessary to enhance service delivery | |