

<b>Post Title:</b>	Midday Supervisor
<b>Salary</b>	Grade: Bexley Grade 4.1 to 4.4 FTE (depending on experience)  6.25 hours per week, 38 weeks per year  Salary: FTE £24,012-£24,408, Pro rata:
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	No Staff
<b>Functional links with:</b>	Staff and Students
<b>Main Purpose of the role:</b>	To be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.
<p>Townley Grammar School is one of the top 100 schools in the country. We are a multicultural girls' selective school with specialism in Performing and Visual Arts with Mathematics and Computing with boys in the Sixth Form. Rated as Outstanding by Ofsted, our students come from a wide socioeconomic background, which makes our school environment richly diverse.</p> <p>We develop students' knowledge, academic excellence and character by building their resilience, compassion and ambition. These core values provide our young people with the wisdom and independence to make the right choices and lead happy, fulfilled lives. The Post holder will uphold the vision of Townley Grammar School.</p>	

## Key responsibilities:

### Supervision

- Supervise pupils in in the lunch area, playground and classrooms (for wet breaks).
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns
- Monitor pupils that aren't engaging with others and feed back any concerns to class teachers.

### Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area.
- Manage pupils' entrance and exit from the lunch area in an orderly manner.
- Clean up food and water spillages.

## Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feed back concerns relating to pupils' health and safety to a senior member of staff.

## Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour.

## Safeguarding

- Make sure pupils remain on the school premises during the midday break.
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.

## Other areas of responsibility

- Read and follow the relevant school policies.
- Undertake training required to develop in the role.

## General

This job description is intended to provide guidance on the range of duties associated with the post. It is not a comprehensive list of tasks but sets out the main expectations of the school. It will also be necessary for the post holder to undertake additional duties as required by the Headteacher.

### Person Specification

Midday Supervisor		
	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in and/or a commitment to working with young people and the wider community.</li> <li>• Working and collaborating within a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment.</li> <li>• Experience in and/or a commitment to working with young people and the wider community.</li> <li>• First Aid Training.</li> </ul>
<b>Professional Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively to issues that arise.</li> <li>• Ability to use own initiative and take action accordingly.</li> <li>• Effective communication with adults and children.</li> <li>• Ability to follow instructions from senior team members.</li> <li>• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies.</li> <li>• Ability to build effective working relationships with colleagues.</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake relevant training and identify own development needs.</li> <li>• Committed to ongoing CPD and Professional development.</li> </ul>	
<b>Attributes and Attitudes</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs.</li> <li>• Uphold and promote the ethos and values of the school.</li> <li>• Commitment to safeguarding, equality, diversity and inclusion.</li> </ul>	

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

All staff are expected to be committed to the Equal Opportunities Policy.

This appointment is subject to the current conditions of employment of support staff contained in the School Pay and Conditions Document, the Education Act 1997, other current educational legislation, and the school's articles of government.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

