

Midday Supervisor

Job description and person specification

Job description

Post title: Midday Supervisor
Salary: Grade 1, £10.62 per hour
Position: Permanent

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

- To work within the areas of the academy used during the lunchtime break.
- Promote and maintain a good standard of behaviour, show conduct which commands respect.
- Be responsible for and prioritise the health, safety, and welfare of the students.

Main duties and responsibilities

These will be allocated to the team in accordance with scheme of Midday Supervision for the academy and will include:

- Supervising outside areas by moving around amongst the students within the area you are covering
- Promoting safe and acceptable standards of behaviour
- Ensuring the safety of students and property during the supervisory period
- Carrying out various tasks in support of other academy departments when required
- Accessing first aid equipment when required, and being aware of fire evacuation procedures and escalation policies.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Willingness to acquire First Aid qualification	✓		Application form
Experience, Knowledge and understanding			
Previous work with children or young adults		✓	Application form
Ability to communicate effectively	✓		
Ability to be fair but firm at all times	✓		
Understanding of issues of confidentiality	✓		Interview
Awareness of Health and Safety, Equal Opportunities, Data Protection, Safeguarding and other relevant policies		✓	Portfolio of work
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		References
Personal Qualities, Skills and attributes			
Calm under pressure	✓		Application
Adaptable and flexible	✓		
Patient and approachable	✓		
Good interpersonal and communication skills	✓		Interview
Ability to work independently and as part of a team	✓		Portfolio of work
Ability to build and maintain good relationships	✓		
A commitment to safeguarding children	✓		References
Shows commitment to a supportive, coaching culture	✓		
Commitment to ongoing personal and professional development	✓		
Core			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		