

Post: Midday Supervisor
Salary: Grade 1, per annum actual salary
Hours: 6.25 hours per week, term time only

General information:

The main areas of work responsibility will be the sports hall, corridors and the outside areas of the Academy used during the lunchtime break. A good standard of behaviour is needed and it is important that this should be maintained throughout the lunchtime period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the students always in mind; must show conduct which commands respect; and must see that the students behave at all times sensibly and quietly.

The Midday Supervisor must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of not being able to contact, in an emergency, the Principal.

Duties:

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

Additional:

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- The contents and allocation of particular responsibilities/duties may be amended after consultation from time to time as part of a broader structural review.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- DALP (Diverse Academies Learning Partnership) promotes the employment of disabled people and will make any adjustments considered reasonable to the above duties.
- All employment requirements, rights and benefits comply with DAT (Diverse Academies Trust).

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.

	Essential	Desirable
Experience		
Previous work with children or young adults		✓
Education and training		
Good standard of general education		✓
Willingness to acquire First Aid qualification	✓	
Skills & Knowledge		
Ability to communicate effectively	✓	
Ability to co-ordinate staff to ensure all areas within the Academy covered	✓	
Ability to communicate effectively with students in a calm and effective manner and to work as part of a team	✓	
Ability to be fair but firm at all times	✓	
Understanding of issues of confidentiality	✓	
Awareness of Health and Safety, Equal Opportunities, Data Protection, Safeguarding and other relevant policies		✓
Personal Competencies		
Calm under pressure	✓	
Adaptable and flexible	✓	
Displays integrity	✓	
Patient and approachable	✓	
Ability to work as part of a team	✓	
Ability to build and maintain good relationships	✓	
Other		
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓	
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓	
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	✓	