

Job Description



Post Title	Midday Supervisor
Salary	Grade 1
Location	Kelvin Hall School
Reporting to	Catering manager

Purpose of Role

To ensure students safety and wellbeing during lunch periods in the school, supporting all students and colleagues.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Establish and maintain effective relationships with students in order to support them effectively.
3. Supervise individual and groups of students during lunch periods under the direction of the Behaviour Support Officers, Pastoral Year Leaders and the Senior Leadership Team.
4. Supervise student queues to help ensure students receive lunch in a quick and timely manner.
5. Clear, clean and tidy the dining area tables/floor ensuring a safe and hygienic environment for students and staff.
6. Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, reporting any incidents of concern to the Pastoral Year Leaders, Behaviour Support Officers or a member of the Senior Leadership Team on duty.
7. Undertake statutory and relevant training.
8. To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
9. Any other duties of a similar nature and level of responsibility as requested by the Leadership Team.
10. Carry out all duties in the strictest confidence and in compliance with the General Data Protection Regulation (GDPR).
11. To carry out your duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	N/A
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	First Aid Qualification		/	Certificates/AF
	Health & Safety Training		/	
	Previous work experience in a school environment		/	Certificates/AF
Relevant Experience	Experience of working in an education environment		/	AF, I
Skills & Abilities	Motivation to work with children and young people	/		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	/		
	Able to work as part of a team	/		
	Ability to work under own initiative and be proactive as well as reactive in behaviour management	/		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people		/	AF, I
	Ability to supervise pupils during lunch and ensure any concerns are communicated to the appropriate member of staff	/		
Personal Qualities	To be prepared to undertake relevant and statutory school training	/		AF, I
	High level of drive, motivation, enthusiasm	/		
	Ability to show respect and courtesy at all times, and form good relationships, and with other professionals, pupils and parents	/		
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	/		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	/		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	/		(after short listing)