

Job Description

Job Title:	Midday Supervisor
Salary:	Band 1 (SCP 1-3)
Accountable to:	Midday Supervisor
Accountable for:	To manage pupils throughout the lunchtime period, ensuring they are safely occupied during the lunchtime break

Job Description

MAIN (CORE) DUTIES

- To follow instructions regarding lunchtime arrangements at School
- To organise/supervise support staff and assistants and ensure all operational matters are dealt with accordingly
- To promote acceptable standards of behaviour in compliance with laid down procedures
- To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures
- To liaise with relevant sections of School, providing information as necessary
- To be responsible for dealing with accidents and/or problems of discipline during lunchtime
- To ensure that Health & Safety requirements are adhered to and appropriate systems and procedures are introduced and maintained
- To implement and promote the Trust and the school's policies and procedures relating to all areas of employment and service delivery.

Summary of job tasks:

- Manages and monitors children and pupils of the School/College during lunchtime break, organises some activities
- Ensures all Mid-day Supervisor staff are aware of their roles and responsibilities; drawing up work rotas, maintaining records of staff, their attendance and absence
- Maintains good order and discipline amongst children and pupils, safeguarding their health and safety
- Provides information for recording purposes to the Head teacher, teaching staff, and support staff, e.g. regarding accidents, problems of discipline, etc.
- Assists children and pupils in their changing (clothes and nappies if required), mobility, feeding escorting to dining area, escorting to classrooms
- Liaises with teaching staff regarding provision and safety of lunchtime activities and regarding specific children, e.g., sports coaches, behaviour mentors
- Undertakes random patrol duties, inside the school or within the grounds, as necessary

Person Specification

	ESSENTIAL	DESIRABLE	EVIDENCE
Educational Principles	<ul style="list-style-type: none"> • Commitment to raising standards of attainment • Commitment to recognising, setting and achieving high standards • Commitment to the distinctive ethos of a Catholic School • Up to date knowledge of current trends in education 		Application and Interview
Qualifications and General Experience	<ul style="list-style-type: none"> • Qualified to Degree level • Qualified Teacher Status • Experience of teaching in primary education • Evidence of CPD and/or school practice 	<ul style="list-style-type: none"> • Experience of teaching in KS 1 & 2 	Application
Professional Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge and understanding of the theory and practice of National Curriculum • Understanding of the requirements of pupils with SEN and EAL • High expectations of pupils achievement and behaviour • Evidence of involvement in curriculum development • Evidence of experience of subject leadership • Secure understanding of safeguarding principles and practice 	<ul style="list-style-type: none"> • Specific subject skills and knowledge in computing/RE/ history/geography • Experience of teaching the Come and See curriculum. 	Application and Interview both
Professional Skills/ Abilities	<ul style="list-style-type: none"> • Excellent classroom practitioner • Develop others through sharing of best practice • Commitment to being an excellent team player • Excellent relationships with children, parents, staff and governors • Communicate effectively both orally and in writing to a variety of audiences • Excellent behaviour management skills • Create a happy, challenging and effective learning environment 	<ul style="list-style-type: none"> • A willingness to support the schools extended extra-curricular provision • Flexibility to teach across KS 1 & 2 	Application and Interview
Personal Characteristics	<ul style="list-style-type: none"> • Approachable • Committed • Flexible • Resourceful • Effective Team Member • Ability to maintain confidentiality 		Application and Interview