

Position: Midday Supervisor

Department: Carlinghow Academy

Pay Range: Scale 3, Point 3

Hours of work: 5 hours per week, term time only

Responsible to: Senior Leadership Team

Prime Objectives of the Post

To supervise pupils during the mid-day period, ensure that all pupils are supervised in all areas of the school.

Main Duties and Responsibilities

- To supervise pupils and to ensure that school premises and grounds are supervised in a manner acceptable to the Principal.
- To supervise cloakroom areas and check washing of hands, toileting of children.
- Supervise children in the dining area and other areas of school
- Ensure that children are encouraged to try the food, use cutlery correctly, and observe table manners.
- Ensure that any spillage is wiped up immediately.
- To ensure that the Health and Safety is observed at all times.
- Supervise cleaning of tables and stacking of crockery and cutlery and scraping of plates.
- Ensure that children are appropriately dressed for the weather conditions.
- Circulate in the playground and any other area designated to you.
- Participate in training
- Be responsible for all children in care
- Read and follow policies in school including safeguarding and behaviour
- Gain an awareness of food intolerance and medical needs and act accordingly
- Organise games and activities for groups of children
- Supervise children and be a positive role model
- Inclement weather. Ensure that for these periods, you are aware of the areas available and for which children you are responsible.
- To report all accidents and incidents to the correct person, complete accident forms and safeguarding log.
- To be aware of the terms of employment.
- Be a good team member.

The Postholder Will:

- Contribute to the overall ethos and aims of the school
- Be aware of and comply with all school policies and procedures
- Follow direction to complete other reasonable duties that are relevant to the role.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust

- To be a positive ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To ensure all trust systems, processes and procedures are adhered to as requested.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

General

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Name:

Signed: Date: