

FIVE RIVERS MULTI ACADEMY TRUST

JOB DESCRIPTION / PERSON SPECIFICATION

Post Title	Midday Supervisor
Grade	NJC Grade 1
Responsible to	Principal / Senior Learning Mentor
Responsible for	
Purpose of job	<i>Support pupils during the lunch break, take a lead in developing positive behaviour amongst pupils, organise and lead play activities and maintain play equipment</i>
Normal base of work	As stated in the contract however, there may be some requirement to work from other Five Rivers Trust sites as appropriate.
Safeguarding statement	Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997. This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice. An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000). The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.

JOB DESCRIPTION: MIDDAY SUPERVISOR

The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust's policies and within the framework of the Education Act 2002 and the School Standards

Main Duties and Responsibilities

To work as part of a team supervising pupils during the school lunch break, which includes attending to their welfare and domestic needs.

Specific responsibilities will include:

1. Contributing to the development of a positive approach to lunchtime play.
2. Providing support and counselling for children finding it difficult to cope in the playground.
3. Preparing lunchtime games and activities in conjunction with other the senior play worker and other play workers both outside and inside.
4. Leading activities and participating in play activities with children.
5. Organising and maintaining play equipment, ensuring its safe storage.
6. Working with the other play workers in delivering lunchtime play activities.
7. Attending staff meetings and staff development meetings when appropriate.
8. Maintaining records of pupil behaviour where necessary.
9. Establishing and maintaining relationships with other school staff and where appropriate with parents.
10. Participating in the school scheme of appraisals and performance management.
11. Undertaking any other duties and responsibilities after appropriate negotiations with the postholder and trade unions, which do not change the nature of this post.
12. To supervise children during their outdoor / indoor play experience during lunchtime.

13. To supervise children in transition from outside/inside during inclement weather.
14. To ensure the standards of behaviour are maintained and comply with school behaviour policy.

Any other duties and responsibilities appropriate to the grade and role

All of the above duties and responsibilities to be carried out in accordance with Five Rivers MAT's policies, national legislation, equal opportunities, data protection and Health and Safety.

Person Specification/Profile – Midday Supervisor

	Essential	Desirable
Skills & Qualifications	Experience of working with children or young people, in either a paid or voluntary capacity or by supporting children at home Willingness to actively engage with children in play activities Committed to learning and understanding health and safety and food hygiene as required by the role Ability to treat everyone with respect and a commitment to promoting positive relationships.	Experience of lunchtime supervisory role or experience of working with children in a school environment Experience of actively initiating and promoting play activities with children Successful completion of relevant training course e.g. first aid, hygiene, health & safety & food hygiene Experience of working alongside or supporting pupil peer mediators or experience of implementing a school's behaviour policy
Professionalism	Able to work with professional integrity, honesty and transparency. Demonstrates for self and others Open and adaptable to new ways of working that promote the ethos of the Trust and the school Commitment to maintaining confidentiality at all times Committed to working well with colleagues, developing and maintaining positive working relationships. Values differences of opinion and different ways of working. An effective communicator, both written and orally	Shows a strong commitment to values which align well with the Trust & the School Experience of being a role model with a team and supporting colleagues
Safeguarding	Knowledge of Keeping Children Safe in Education Passionate about safeguarding children	Safeguarding Training

	Essential	Desirable
	Commitment to the use of positive behaviour strategies to achieve a culture that promotes fairness, respect and consideration towards others Zero tolerance of bullying of any kind An understanding of the teacher's role in supporting the whole child: relationships, identity, mental health, basic needs and overall well being	Experience of initiating school policies and procedures for Safeguarding
Professional development	Willing to learn about child development and play activities Accepts constructive feedback and acts upon it to improve own practice	Pro-active in learning about child development and leading play opportunities Commitment to a future career with the Five Rivers Trust
Diversity Equality & Inclusion	Promotes equality and celebrates diversity; understands the need for equity not equality; acknowledges and takes steps to eradicate unconscious bias in own practice	Experience of championing Diversity, Equality and Inclusion in professional setting
Lunchtime supervision	Adaptable to meet all aspects of the role including: • In the dining room • On the yard • In the classrooms • On the corridors • During wet play	Secure understanding of all aspects of the role