



Job Description Midday Supervisor

**Employer**

Castleman Academy Trust

Grade

Grade B SCP 3

Key Priorities



- To work as part of a team to provide safe and caring lunchtime support including high quality play experiences for all pupils
- Responsibility for promoting positive and healthy lunchtime eating routines
- Promoting positive play experiences and opportunities for pupils during the lunchtime period
- Encouraging, supporting and fostering positive relationships between pupils by providing positive and active play experiences and opportunities

Key Responsibilities

- To support children in the setting up and use of various resources
- To encourage the pupil's positive and effective use of all playtime resources and equipment
- To actively monitor and supervise an area of the playground/school during lunchtime to ensure all pupils are involved in positive play experiences
- To actively support pupils in the playground/school areas by teaching them to play co-operatively and introducing them to a range of playtime games and activities
- Supporting the school's security procedures by challenging anyone on the premises without a visitor ID badge and ensuring that a member of SLT is informed
- Be accessible to children in the area of the school allocated to supervise, circulating throughout that area of the playing areas or classrooms and also taking up viewing positions that allow maximum visibility of the playing areas or classrooms
- Promoting self-discipline through our Values, high standards of behaviour and positive attitudes on the part of all pupils and to implement school policies and procedures to foster them
- To take prompt action when dealing with accidents and incidents and reporting to the senior person in charge
- Completion of necessary documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required
- To report safeguarding concerns to the Designated Safeguarding Lead or in their absence the Deputy Safeguarding Lead
- To listen to pupils and respond to their needs in accordance with school policy and procedures
- To attend to the health, welfare and safety of pupils during lunchtime adhering to the school Health and Safety policy and procedures at all times
- To participate in an annual Performance Management review
- To ensure own continuing professional development by attending training and development opportunities when the need is identified
- To attend meetings for Midday Supervisors and training days as appropriate
- To hold a current First Aid certificate or a willingness to attend First Aid training
- To maintain confidentiality at all times including implementing data protection policies
- To contribute positively to and support the overall aims and Values of the school
- To fully support the life and work of the school
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all teaching areas and taking appropriate action should the need arise
- To develop and maintain positive, constructive and effective professional relations with all staff, parents, advisors and support professionals, the local community and Governors

Any other duties commensurate with the role of Midday Supervisor that may be required from time to time. Midday Supervisors are accountable to the Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.

	Person Specification Midday Supervisor	
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Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum of grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education		X
First Aid Qualification or a willingness to undertake training		X

Experience and Knowledge	Desirable	Essential
Knowledge of school's behaviour and management policy and procedures	Training provided in school	
Knowledge of school's fire and emergency procedures		
Knowledge of Child Safeguarding procedures		
Experience of working with children		X

Skills	Desirable	Essential
Ability to establish positive expectations of children's behaviour and demonstrate a sensitivity to children's personal needs		X
Good interpersonal skills		X
Ability to engage children in creative and innovative play		X
Ability to work under own initiative		X
Ability to manage some challenging behaviour from children		X
Sensitivity plus the ability to handle confidential information with discretion and in line with Data Protection requirements		X
Self-motivated		X
Team player		X
Flexible, adaptable approach to achieving job requirements		X
Willingness to attend school-based training		X

Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X