

Ashlawn School Midday Supervisor



Job Description

Name:	Midday Supervisor
Hours:	10 hours per week; 12:15 – 14:15 Monday to Friday
Working weeks:	38 (term time)
Salary:	NJC 01, £9.25 per hour
Academy/College:	Ashlawn School - Transforming Lives Educational Trust
Contract	Support Staff terms and conditions
Responsible to:	SLT
Job purpose:	To work with staff to ensure that the lunchtime runs efficiently and smoothly. Supervise and ensure the safety and well-being of pupils during the lunchtime period. Works under the general direction of the designated person in charge.

MAIN ROLE AND RESPONSIBILITIES:

- Supervise students in the area in which they eat their lunch and recreational areas.
- Supervise students before and after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the students within their care, and in accordance with the School Behaviour Policy.
- Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate with all incidents of disorder ensuring that any disruption is minimised.
- Attend to accidents which may occur during lunch time in accordance with the school procedure and guidelines on accidents and their treatment, reporting any accidents to the duty leader.
- To strictly observe the principles of confidentiality and Data Protection.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the School's implementation of all other current statutory requirements, e.g. Equality Act, Equal Opportunities, Child Protection.
- Participate in new initiatives and future changes in service delivery improvements to support the objectives of the School.
- The post holder will be expected to undertake any other duties to the level of the post, which may be required by the line manager.
- To fulfil personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, emergency, evacuation and security.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

Person Specification

Job Title:	Midday Supervisor
Reports to:	SLT

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications / Training	A sound, general education	First aid qualification Training related to working with children
Skills, Abilities, Knowledge and Experience	Ability to communicate clearly and effectively, in speech and writing Ability and confidence to deal with a variety of people at all levels in a friendly and professional manner Assertiveness and ability to follow behaviour processes Ability to understand and follow relevant procedures e.g. health and safety, child protection Ability to work in a team Ability to work under direction Experience of working with children	Experience of working within a school Knowledge of school safeguarding
Personal Qualities	Patience Flexible Reliable Professional Confident	

