

**SUPPORT STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Midday Supervisor
<b>GRADE / SCALE POINT – SALARY</b>	Grade 2 (above the bar)
<b>REPORTING TO</b>	Headteacher

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

To supervise and take care of the children during the lunch period in all areas inside and outside of the school.

**KEY TASKS & RESPONSIBILITIES**

1. To supervise and assist pupils at lunchtime whether indoors or outside in accordance with the instructions of the Headteacher.
2. To provide positive and firm control by implementing the school discipline / behaviour policy.
3. To deal with cases of unruly or unsocial behaviour by pupils where appropriate or report the incident immediately to the Headteacher or their nominated representative.
4. Model good manners to pupils, and always observe the highest standards of personal professional conduct.
5. Encourage pupils to use good manners to each other and adults.
6. To mop up and wipe spillages from the floor surfaces or meal tables and ensure that the dining area is left in a tidy condition.
7. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or Headteacher and the office. Where appropriate, administer basic first aid and record all details in the first aid book. To clean up after sickness of children.
8. To check that no pupil remains in outside areas when afternoon lessons are about to begin.

**SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Technical or Specialist</b>		<ul style="list-style-type: none"> <li>• Experience of working with pupils</li> <li>• Basic knowledge of first aid</li> </ul>
<b>Literacy and Numeracy</b>	<ul style="list-style-type: none"> <li>• Ability to read and understand instructions</li> <li>• Ability to complete basic paperwork</li> </ul>	
<b>Organisational</b>		<ul style="list-style-type: none"> <li>• Knowledge of school policies and procedures</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Ability to recognise and resolve or report problems</li> </ul>	
<b>Creative Thinking</b>	<ul style="list-style-type: none"> <li>• Assist in creating a positive learning environment</li> </ul>	
<b>Interpersonal and Communication</b>	<ul style="list-style-type: none"> <li>• Sensitivity to pupils' needs</li> <li>• Advising and guiding pupils on the best way to handle situations and direction</li> <li>• Ability to communicate clearly</li> </ul>	
<b>Manual Skills</b>	<ul style="list-style-type: none"> <li>• Use of serving and basic cleaning equipment</li> <li>• Help pupils to use cutlery and equipment as required</li> </ul>	
<b>Level of Autonomy</b>	<ul style="list-style-type: none"> <li>• Work is covered by set policies and procedures</li> <li>• Able to supervise larger number of pupils</li> <li>• Able to make decisions on when to refer queries / problems to teaching staff or line manager.</li> </ul>	