Mid-day Supervisor - Job Description

CONTRACTED HOURS	7.5 hours per week / 38 weeks per year 11.30AM – 1.00pm
LOCATION	Victory Road, Ipswich
GRADE / SCALE POINT – SALARY	Grade 1 £23,657 FTE (Pro rata for part time) 1 year Fixed Term Contract until July 2026
REPORTING TO	School Business Manager / Deputy Headteacher
	THIS POST DOES NOT SPONSOR ANY VISAS

1. INTRODUCTION

Main Purpose of the Job:
To be responsible for supervising the children during the school lunch break and during their play. The successful applicant will also be responsible for the wellbeing and safety of the children in their care and making sure that strong relationships are developed between children and school staff.

2. DUTIES

- Direct supervision of pupils throughout the midday break i.e. from the end of morning school until the start of the afternoon session.
- Encouraging children to eat healthy lunches helping children to cut up food as appropriate.
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field and playground as appropriate.
- Maintain acceptable standard of conduct and safety as laid down in the school policies, dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff.
- There will be some need to interpret information or situations and to solve straightforward problems.
- Set up and clear away tables/ chairs and assist in the cleaning of the dining hall
- Work under the direction of the senior midday supervisor
- Any other related duties as directed by the line manager/ headteacher

3. GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

4. SCHOOL ETHOS

- To play a full part in the life of St John's CEVAP; to support its ethos and to encourage all students and staff to follow this example.

- Actively promote the School's policies at all times.
- Comply with the School's Health and Safety Policy at all times.

To model the professional behaviours at all times, especially under challenging circumstances. The post will be subject to an enhance disclosure and barring service check and other pre-employment checks including online social media checks.

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours and**
- **Attitudes to use of authority and maintaining discipline.**

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Deputy Headteacher/School Business Manager to carry out appropriate duties within the context of the job, skills and grade.