



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Job Title: Midday Supervisor – Term Time Only

Pay Scale: New SCP Scale 1 – Point 3

Location: Bishop Alexander LEAD Academy

Job purpose:

To supervise pupils during the lunch time period in a designated area having due regard at all times to their health, safety and welfare.

Duties and Responsibilities:

- To promote acceptable standards of behaviour in compliance with laid down procedures.
- To ensure that Health & Safety requirements are adhered to and appropriate systems and procedures are introduced and maintained.
- To implement and promote the School policies and procedures relating to all areas of employment and service delivery.
- Assists children by escorting to dining area or escorting to classrooms.
- Undertakes patrol duties, inside the school or within the grounds, as necessary.
- To follow instructions regarding lunchtime arrangements at school.
- To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures.
- To be responsible for dealing with accidents and/or problems of discipline during lunchtime.
- Provides information for recording purposes to the Head, Teaching staff, and support staff, e.g. regarding accidents, problems of discipline, etc
- Maintains good order and discipline amongst children and pupils, safeguarding their health and safety.
- Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desk covers, as appropriate.
- Occasional extra training (INSET) as required.

Influencing and Managing Relationships:

- To liaise with relevant sections of School providing information as necessary.
- Liaises with teaching staff regarding provision and safety of lunchtime activities and regarding specific children, e.g., sports coaches, behaviour mentors.

Other Academy Specific Responsibilities:

Lead and encourage play activities under the direction of the senior midday supervisor.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Midday Supervisor Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> a level of numeracy and literacy sufficient to carry out the duties of the post. First Aid qualification or willingness to attend training. have attended or willing to attend Manual Handling course or equivalent. 	E E E	
Skills and knowledge	<ul style="list-style-type: none"> able to use own initiative able to work as part of a team and contribute towards its success able to prioritise own workload and work to deadlines able to exercise confidentiality when necessary able to use email able to access online learning 	E E E E E E	
Experience	<ul style="list-style-type: none"> experience of working with children. 	E	
Personal Attributes	<ul style="list-style-type: none"> have good interpersonal skills to communicate with children have a positive attitude to personal development and training be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E	
Additional Requirements	<ul style="list-style-type: none"> this role is subject to an enhanced DBS willing and able to work outdoors in inclement weather conditions, i.e., hot or cold able to stand and walk around school grounds for 1 ½ hours daily Completing up-to-date safeguarding training relevant to your role Participation within whole school training days 	E E E E E	