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| **Post Description:** |
| **Post title:** | **Midday Supervisor and Breakfast Club Supervisor**  |
| **Responsible to:** | SLT  |
| **Liaising with:** | Headteacher, SLT, Teaching and Support Staff, Parents, Pupils and outside agencies  |
| **Pay range:** | SCP 2 |
| **Contract terms:** | Permanent  |

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| **Job Purpose** * Undertake work and responsibilities in line with the school expectations, policies and procedures
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a midday supervisor position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Take responsibility for promoting and safeguarding the welfare of pupils and young people within the school
* Promote the inclusion of all pupils, ensuring equal opportunities for all
* Ensure individually and as part of a team, the welfare and safety of all learners remaining within school grounds or buildings during lunchtimes

**Responsibilities include:*** Provide a safe environment for pupils and take responsibility for supervising and assisting pupils over the lunchtime period and at breakfast club
* Make decisions to resolve problems and issues that may arise during the lunchtime period
* Monitor pupils in the dining room in order to encourage pupils to eat healthy, balanced lunches. Ensuring correct dinners are provided and reporting any discrepancies to the school office
* Ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school behaviour policy
* Clean up any spillages of food and drink, and sweep and mop the floors once they have been cleared, to ensure that the dining areas are ready for pupils to use when required, and that the floors are kept clean and safe
* Set up and put away table, benches and other equipment, empty, food waste, clean the trolley and dispose of waste
* Ensure there is adequate provision of resources, including play equipment and organised games, to keep pupils occupied during the lunchtime period and to organise the lunchtime period and coordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for pupils
* Supervise the safe movement of pupils from the playground to the dining hall and from the playground to the dining hall
* Supervise play proactively ensuring that pupils are playing safely
* Liaise with teaching staff to share information, concerns and issues regarding pupils to ensure that there is continuity in helping to solve any issues or problems throughout the school
* Deal with record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the pupils during lunchtime
* Check, monitor and resolve health and welfare issues, and where necessary refer these to appropriate members of staff
* Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that pupils are happy and occupied during the lunchtime period
* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage pupils effectively, using approaches which are appropriate to pupils’ needs
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Be responsible for promoting and safeguarding the welfare of pupils and young people within the school, raising any concerns following school protocol/procedures
* Ensure their safety and wellbeing and to manage behaviour using approved sanctions outlined by the school behaviour policy
* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

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| Compiled by: | Revision Number  |
| Approved by: | Revision Date \_\_\_/\_\_\_/\_\_\_ |

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| Attribute | Essential | Desirable |
| **Qualifications and training** |  | * Experience working with children
* First aid training
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| **Experience** | * Working in a similar environment
 | * Working and communicating with student and staff
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| **Knowledge and skills** | * Demonstrate successful behaviour management
* Safeguarding policies and procedures
* Talk to both children and adults in a calm manner
* Be able to encourage high standards of behaviour at all times
* Undertake appropriate training as required
* Ability to lone work or as part of a team
 | * Knowledge of child development and social interaction
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| **Personal qualities** | * Reliable and punctual
* Tactful and understands confidentiality
 | * Well organised
* Tolerant
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**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**About East Midlands Academy Trust**

All staff should be committed to the school and East Midlands Academy Trust’s purpose, values and objectives.



**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.