Gardners Lane & Oakwood Federation

Job Description	
Job Title: Midday Supervisor	**Work Location: Oakwood Primary School**
Responsible to: Head Teacher / Senior Management Team / Lead MDS	**Grade: 2**
Date of issue:	

This job description sets out the main duties and key responsibilities of the post.

The person specification outlines the qualifications, experience, knowledge and attributes that are required to undertake the role within the school.

All Midday Supervisors are expected to work flexibly within the school and duties may vary from time to time without changing the general character of the post or level of responsibility entailed to meet the needs of the school.

Job Purpose:

To assist and support pupils over lunchtime.

Context in which Gardners Lane and Oakwood Federation Jobs are carried out:

We want all our staff to have a good experience of working for Gardners Lane and Oakwood Federation and we seek continuous improvement in all that we do. Your contribution to the school and your ideas about what can be done better, or more efficiently are vital. We ask all employees to be open about change and positively engage with school developments and improvements and put forward fresh ideas that may enhance the operation of the school whenever opportunities arise. This will help us realise our aim to support children, families, communities and staff who work for us to 'aspire and achieve'.

Key Responsibilities:

- Support and promote the values, ethos and culture of the school.
- Lead by example, modelling good behaviour and conduct.
- The supervision of the pupils during the lunch period to ensure their safety, welfare and mental well-being.
- To encourage all pupils to eat, assist pupils with cutting up of food, opening tubs, pouring water etc where appropriate.
- Encourage good table manners and encourage social skills.
- To engage with the children in the playground with positive and active play.
- Ensure all pupils who suffer injury, accident or sickness are dealt with appropriately and accurate records made.
- Respond to Safeguarding concerns promptly and in accordance with the school's safeguarding policy and handbook. It is your responsibility to report any Safeguarding concerns to the Designated Safeguarding Lead or Deputy Safeguarding Leads promptly.

	• Be aware of and take appropriate action to ensure the safety of children, colleagues and other adults in accordance with the school's policies and procedures and Health & Safety Legislation. • Attend training as appropriate. • Any other duties commensurate with the level of the post as directed by the Operational Head Teacher / Senior Management Team.
	General • Work effectively within a team. • Attend Midday Supervisor meetings where necessary.
	Principal contacts • Pupils • Staff & Senior managers • Governors • Partnership members • Members of the community
	Special conditions • Term time only.

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Person Specification		
Job Title:	Midday Supervisor	
Grade:		
Work Location:	Oakwood Primary School	
Date prepared/updated:		

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications/ Training		• First aid training • Safeguarding training
Experience	• Ability to work as part of a team.	• Experience working with young children in an education setting
Knowledge and Understanding		• Child behaviour management strategies • Safeguarding in the context of a school environment.
Skills/attributes	• Communicate effectively with pupils and staff. • Create a happy and safe environment. • Promote the school's aims positively.	
Personal Qualities	• Able to use own initiative and a positive outlook. • Multi-tasking. • Calm under pressure • Willingness to participate in training • Willingness to assist colleagues • Enthusiastic, committed, approachable, resourceful and flexible • Discreet & confidential whilst remaining professional, tactful & sensitive	• Willingness to support the school in out of hours activities and events
Special conditions	• Enhanced DBS clearance. • Term Time only role.	