



Veritas Multi-Academy Trust Job Description – Midday Supervisor



Post holder: TBC

Salary scale: Veritas Kent Range 3

General duties:

In your role as Midday Supervisor you will be asked to work as part of a team to ensure the safety, welfare and good conduct of pupils during their lunch break. You will work in accordance with the school's Behaviour policy. You will promote lunch break as an opportunity to extend the curriculum and make it a positive play-centered learning experience.

You will be responsible for the supervision of children in the dining hall, cloakrooms, playground, playing field, play equipment and classrooms during wet lunchtime. You will also be required to undertake first aid duties as a trained first aider. You will be expected to work term time and holidays will not be granted during term time.

Main purpose of the post

In addition to those professional standards common to all teaching assistants in the school, the post holder's key accountability will be for raising the standards of teaching, learning and attainment for pupils with special educational needs or disabilities, to support the professional development of teaching assistants and to support the staff within your team.

Professional Responsibilities

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Key responsibilities:

- *Supervising pupils during lunchtimes, supporting them when eating in the dinner hall and ensuring safe and effective play*

Key Roles:

Dining Hall

- ❖ Supervise children at lunch in the hall.
- ❖ Ensure a calm and positive environment is maintained for all children.
- ❖ To encourage children to eat with courtesy and good manners within our school vision.
- ❖ To attend to spills and breakages.

Cloakrooms

- ❖ To encourage children to behave in an orderly way in our cloakrooms.
- ❖ To encourage children to leave the cloakrooms tidy.

Playground and Playing Field

- ❖ To be a positive role model for children by leading by example.
- ❖ To interact and play with children, building a positive and caring relationship with the children.
- ❖ To encourage an environment of mutual respect with the children.

- ❖ To encourage independence and responsibility in children.
- ❖ To move around the area to ensure all children remain visible and you are not distracted by talking to colleagues (you are here for the children).
- ❖ Actively look for actions in children that may escalate to become dangerous or confrontational and intervene.
- ❖ Monitor the safe use of play equipment, ensuring a safe level of adventurous play is maintained.
- ❖ Undertake a visual check of the playground, playing field and play equipment for any health and safety issues and report any concerns to your line manager immediately.
- ❖ Reinforce the Behaviour policy and play an active role in using restorative approaches to support behaviour.
- ❖ Be responsible for setting up play equipment on a daily basis.

Classroom

- ❖ During wet break to supervise children as a team to ensure the safety of the children.
- ❖ To be responsible for a zone of classrooms.
- ❖ To get to know the children you care for by name.
- ❖ To engage children in enjoyable and purposeful activities and conversations.

First Aid

- ❖ Once trained, to play an active role in the first aid rota supporting children in the first aid room as needed
- ❖ To follow the school procedures for first aid and complete the paperwork accordingly.
- ❖ To attend training to ensure your first aid accreditation remains in date.

Playtime Quick Guide

- ❖ Keep moving around the playground and scan for behaviours that could lead to aggression or danger and intervene.
- ❖ Talk to the children about what they are doing and show an interest in their play.
- ❖ Keep scanning the playground for 'hot spots'.
- ❖ Each lunchtime – start a game or activity with a group of children
- ❖ Liaise with the Buddies to ensure no child feels left out.
- ❖ Act before it escalates!
- ❖ Enjoy your time with the children.

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Budget Accountability

Not responsible.

To whom Responsible:

Lead Midday Supervisor and the Headteacher.

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: Date:

Signed: Headteacher

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.

Veritas Multi-Academy Trust
Person Specification – Midday Supervisor



We are looking for a successful candidate who demonstrates a range of the following attributes:

- A keen interest in learning and a willingness to engage in training.
- A warm rapport with children.
- A high level of motivation, enthusiasm and a positive attitude.
- Good interpersonal skills enabling effective communication with children and colleagues.
- An awareness of how to ensure the safeguarding of our children.
- A current First Aid certificate or the willingness to train.
- A capacity to show initiative when encouraging children to engage in play activities.
- A positive rapport with colleagues and children.
- Be able to work both independently and as part of a team.
- Being patient and willing and able to support pupils with a range of additional needs.