

## JOB DESCRIPTION

|                        |                                                                                                                                                                                                                                                                  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POST TITLE:</b>     | Midday Supervisor                                                                                                                                                                                                                                                |
| <b>LOCATION/BASED:</b> | North Gosforth Academy                                                                                                                                                                                                                                           |
| <b>GRADE:</b>          | N2                                                                                                                                                                                                                                                               |
| <b>RESPONSIBLE TO:</b> | Senior Midday Supervisor                                                                                                                                                                                                                                         |
| <b>CORE PURPOSE:</b>   | Responsible to the Head Teacher and to ensure the safety and the welfare of pupils on the school site during the mid day break, and for the safe conduct of pupils leaving and arriving at the school at the commencement and near the end of the mid day break. |

### MAIN DUTIES & KEY RESPONSIBILITIES

**Main Duties:** The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

#### Managing Cover

1. Supervising of pupils taking a school meal as well as other pupils on site during the mid day break
2. Liaise with kitchen staff to ensure that pupils with special dietary needs are provided with the correct meal
3. Maintaining discipline throughout the lunchtime and break in accordance with guidance given by the Head Teacher and to report back accordingly
4. Ensuring that an accurate record of incidents is maintained using appropriate procedures, such as incident book or accident book.
5. The supervision of pupils returning to the premises at the end of the mid day break.
6. To promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.
7. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

## PERSON SPECIFICATION

POST TITLE: Midday Supervisor

| SKILLS, KNOWLEDGE AND APTITUDES                                                                                                                                | ESSENTIAL | DESIRABLE |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Excellent interpersonal and communication skills                                                                                                               | ✓         |           |
| Ability to work on own initiative and as part of a team                                                                                                        | ✓         |           |
| Ability work without supervision                                                                                                                               |           | ✓         |
|                                                                                                                                                                | ✓         |           |
| QUALIFICATIONS AND TRAINING                                                                                                                                    | ESSENTIAL | DESIRABLE |
| Good general education                                                                                                                                         | ✓         |           |
| Positive Handling training                                                                                                                                     |           | ✓         |
|                                                                                                                                                                |           |           |
| EXPERIENCE                                                                                                                                                     | ESSENTIAL | DESIRABLE |
| Experience of dealing/working with Children and young people                                                                                                   | ✓         |           |
| Experience in an educational environment                                                                                                                       |           | ✓         |
| PERSONAL QUALITIES                                                                                                                                             | ESSENTIAL | DESIRABLE |
| Ability to deal confidently with students                                                                                                                      | ✓         |           |
| Ability to cope under pressure in a controlled, effective, efficient and friendly manner                                                                       | ✓         |           |
| Ability to relate well to colleagues, staff and students                                                                                                       | ✓         |           |
| Ability to form and maintain appropriate relationships and personal boundaries with students                                                                   | ✓         |           |
| Team player with initiative                                                                                                                                    | ✓         |           |
| Commitment to support Gosforth Group's agenda for safeguarding and equality and diversity                                                                      | ✓         |           |
| Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group                                                                 | ✓         |           |
| A commitment to child protection and safeguarding.                                                                                                             | ✓         |           |
| Ability to demonstrate a conscientious and flexible approach                                                                                                   |           | ✓         |
| Interest in, and commitment to the whole school as a community                                                                                                 |           | ✓         |
| SPECIAL REQUIREMENTS                                                                                                                                           | ESSENTIAL | DESIRABLE |
| Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role. | ✓         |           |
| Willingness to undertake further training (if necessary)                                                                                                       | ✓         |           |
| Satisfactory Enhanced DBS clearance with a Children's Barred List check.                                                                                       | ✓         |           |
| Medical clearance.                                                                                                                                             | ✓         |           |
| Minimum of 2 references which are satisfactory to the Trust.                                                                                                   | ✓         |           |
| Evidence of qualification certificates.                                                                                                                        | ✓         |           |
| Evidence of Right to work in the UK.                                                                                                                           | ✓         |           |

Commented [TD1]:

|                                                                   |  |   |
|-------------------------------------------------------------------|--|---|
| Full UK driving license and access to a car during working hours. |  | ✓ |
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***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***