

Job Description

Job Title	Midday Supervisor
Pay scale	Scale One
Location	London
Responsible to	Senior Leadership Team
Purpose	Acting as part of a team, to take care and manage all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
Job context	As above
Responsibilities	Duties and Responsibilities - To maintain the safety, welfare and good conduct of the pupil during the midday break. - To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. - To assist children with eating their meal if applicable. - To enforce the necessary sanctions for maintaining good order. - To provide pastoral care, guidance and routine advice to pupils as appropriate. - Where necessary and appropriate to lead games and activities with the children. - To alert Headteacher/Senior Leader of any concerns regarding an individual child or group of children. - To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. - To attend relevant training meetings as required. - To respect confidentiality at all times.



	General • To undertake any training commensurate with the post. • All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. • Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. • The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
General responsibilities	All employees are expected to: • Undertake any training commensurate with the post. • Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. • Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.

Person Specification

Attributes	Evidence	Essential	Desirable	Evidence
Qualifications	Basic literacy & numeracy	x		
Professional Experience and Knowledge	- An ability to communicate effectively - An ability to work independently and as part of a team - An ability to show initiative in a range of situations - An ability to interact positively with pupils, parents, colleagues and visitors to the school - A respect for the need for confidentiality - An ability to use information technology - An understanding of safeguarding & its importance in a school - Knowledge of educational issues - Knowledge of community languages	X X X X X X X 	 X X	
Personal aptitude, qualities and skills	- Confidence, warmth, sensitivity, reliability, maturity and enthusiasm - Good interpersonal skills	X X		

