

Job title:	Midday Supervisor
Responsible to:	School Operations Manager
Responsible for:	NA
Location:	Lift Four Dwellings Primary, Quinton Road West, Birmingham, West Midlands, B32 1PJ
Hours of work:	7.5 hours per week, term time
Salary:	SCP 3-8

Job description

Overview of the role:

The role of the Midday Supervisor is to take care of all students on the school premises during any breaktime hours when students are not in class. The role is critical in ensuring the safety, welfare and positive behaviour of students, supervising students in dining areas, playgrounds and other designated areas within the school premises to create a safe and enjoyable breaktime experience.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Supervision and Safety

- Ensure the students enter and exit the onsite catering facility safely.
- Monitor and supervise students in dining areas, playgrounds and other common areas during lunch breaks.
- Ensure that students adhere to school rules, promoting positive behaviour and respect among peers.
- Maintain a safe environment by identifying and addressing any potential hazards or safety concerns promptly.
- Respond effectively to incidents and report incidents to appropriate staff.
- Clear and deep clean tables and benches when meals are finished and clear up any associated spillages.
- Assist with the organisation and supervision of lunchtime activities, clubs, or events as required.

Behaviour Management

- Implement and uphold the school's behaviour policy, managing and de-escalating conflicts or disruptive behaviour in a fair and consistent manner.
- Encourage and promote positive interactions among students, fostering an inclusive and respectful atmosphere.

Student Welfare

- Be vigilant in recognising any signs of distress or bullying and take appropriate actions to support the affected students.
- Provide pastoral care and support to students, ensuring their well-being during lunchtimes.
- Liaise with teaching staff, pastoral staff and senior management to report any concerns or incidents that occur during lunchtime.
- Attend relevant training and meetings as required.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- Experience of supervising children or young people as a parent or carer.

Desirable

- Experience of lunchtime supervisory role or experience of working with children in a school environment.
- Basic first aid training.
- Experience in running some form of organised group sessions.

Knowledge and skills

Essential

Desirable

- N/A

<ul style="list-style-type: none"> • Ability to remain calm and composed in stressful situations. • Ability to resolve problems independently and use initiative. 	
Leadership skills	
Essential <ul style="list-style-type: none"> • Good communication skills with ability to communicate clearly to students. • Ability to work effectively as part of a team. • Ability to build and maintain effective relationships with others. 	Desirable <ul style="list-style-type: none"> • N/A
Personal attributes and behaviours	
Essential <ul style="list-style-type: none"> • A positive and proactive attitude. • Patience, empathy and the ability to relate to young people. • Strong organisational skills and the ability to manage multiple tasks simultaneously. 	Desirable <ul style="list-style-type: none"> • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: <ul style="list-style-type: none"> ○ Share ideas early, often and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason
Special requirements	
<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services. 	