



The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.

By Working Together
Sustaining Excellence
Transforming Learning

Job description: Midday Supervisor

Salary: Scale 1 Point 1 - 2

Hours: 6.25 hours a week. 12:00 – 1:15pm Monday - Friday

Contract type: Permanent.

Reporting to: Mrs Lou Coulthard, Executive Headteacher.

Start date: Monday 12th April

Main Purpose of the post:

To be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break.

Main Tasks

- To maintain order and the safe transfer of pupils to and from the dining area and to the playground/playing field.
- To positively encourage good behaviour and table manners and hygiene.
- To assist younger pupils where necessary whilst they are taking a meal.
- To actively supervise the dining room procedures:
 - carrying of meal to the table
 - assisting with the service at the table
 - supporting children in the correct use of cutlery
 - clearing and stacking table equipment and serving dishes
 - wiping and re-setting tables if necessary
 - cleaning up food and water spillages on tables and floors
- To administer first aid in the case of a minor accident. Record accidents in the first aid record and report serious accidents to the Headteacher.
- Be responsible for organising play activities in the playground or indoors if a wet playtime.
- Look after children who are upset or have had accidents.
- To liaise with the Headteacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
- To contribute as a member of a team to the ethos and environment of the school.
- To adhere to need for confidentiality at all times.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Rutland Learning Trust schools, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other duties

All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

All Rutland Learning Trust staff will be required to:

- safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- have proper and professional regard for the ethos, policies and practices of the school in which they work;
- treat pupils, parents/pupil carers, governors, community and staff members with dignity; building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position;
- maintain the confidentiality of data and information.

Reviewing

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Postholder's signature:

Headteacher's signature:

Date:
