



## **Job Description**

### **Cover Midday Meal Supervisor**

**TSAT Grade A Grade £17,286 FTE (£2,126 for hours and weeks stated)**

**Responsible to: Senior Play Leader/Deputy Head Teacher/ Head Teacher**

**This post is offered on a permanent part time basis**

Typical working hours: **5.5hrs per week**

Term Time Only

#### 1. **Purpose**

To ensure the safety, welfare and good conduct of pupils during the midday break, in accordance with the practices and procedures of the Local Authority and School Policy.

To provide cover for absent Midday Meal Supervisors as required.

#### 2. **Accountability**

Supervise pupils in the dining areas, playgrounds or other parts of the School premises.

To work with the pupils to increase the social aspect of the playground and to help pupils develop their own social/play skills and physical well-being.

To work closely with the Assistant Headteacher to implement play and equipment in the School to promote and develop play and to complement the social and emotional aspects of learning taught at the school.

Ensure good standards of behaviour by the pupils are maintained.

Assist in dealing with issues arising from unruly behaviour and report such matters to the Senior Play Leader/Assistant Headteacher.

Assist with associated ancillary duties (e.g. cleaning up spillages, ensuring tables are clean, etc).

Ensure school security regulations are upheld.



Provide welfare support to the pupils of the school, including undertaking first aid duties (depending on training).

Change clothes, clean and care for the personal cleanliness of the pupils as appropriate.

Attend appropriate training sessions on playleader issues in order to increase knowledge and skills.

3. **Organisation**

The post holder is responsible to the Senior Play Leader/Assistant Headteacher.

The post holder has no direct responsibility for staff.

The post holder will be required to communicate on a daily basis with pupils and staff.

4. **Financial Accountabilities**

The post holder has no financial responsibilities.

5. **Working Environment**

The post is based within the school buildings.

6. **Person Specification**

Good general education.

Previous experience in a caring profession or as a Play Leader would be preferable.

Good interpersonal skills, including an empathy with pupils from 3-11 years.

Ability to engage pupils in appropriate play.



### **Generic Duties relevant to all members of staff**

#### **The Trust**

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

You will be based at Cedar Children's Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

#### **Teaching and Learning**

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### **ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### **Health and Safety**

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### **Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children



# CEDAR

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and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

## Data Protection

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

**This job description is subject to review by the Head Teacher in consultation with the post holder as appropriate to the changing needs of the school.**