NEW BRIDGE
MULTI ACADEMY TRUST

Job Description & Person Specification

Midday Supervisor

Job Description	
Job Title:	Midday Supervisor
Pay Grade / Scale / Range:	NJC Pay Scale SCP 3 See advert for actual annual salary
Benefits & Perks:	Local Government Pension Scheme, occupational sick pay, TOIL scheme, Health Benefit Scheme
Working hours:	6 hours 15 minutes per week Term time only plus 5 inset days – 195 days
Location:	Samuel Laycock School. Employees may be based at any site of the New Bridge Group
Special circumstances:	N/A
Staff responsible to:	Head of Site
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks (may be extended in line with the school's probationary procedure)

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.

Job Purpose

To provide support for students during the break and lunchtime period which includes feeding and drinking; supervision/behaviour management and general housekeeping.

General Tasks

Support for Students

- Establish rapport and respectful, trusting relationships with the students, acting as a role model and setting high expectations
- Promote inclusion and acceptance of all
- Working alongside school colleagues to supervise students over the break and lunchtime period ensuring they are treated with dignity, empathy and respect at all times**.**
- Assist students with feeding, drinking. Specialist training will be provided as necessary
- Assess the needs of young people and use detailed knowledge of personal care needs to support them (with appropriate training)
- Ensure students observe basic hygiene, i.e. hand-washing after toileting and before eating; promoting safety, welfare and personal hygiene at all times
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Administer basic first aid and deal with sickness, in accordance with training provided.
- Report and record accidents as required through the associated health & safety procedures
- Support other colleagues to manage student's behaviour, following Organisational guidance and reporting difficulties as appropriate.
- Clean all spillages, (which could include bodily fluids) and ensure that the dining area is clean at the end of the lunchtime period.

Support for the Organisation

- Comply with policies and procedures relating to safeguarding, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall work and ethos of the organisation
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with colleagues, to support the achievement and progress of students
- Improve own practice through training, observation, evaluation and discussion with colleagues
- Recognise one's own strengths and areas of expertise and use these to support others

Tasks Specific to the Role

- To assist with the supervision and feeding of students during the lunch time period
- To contribute to the overall development of the School and its students by attending and contributing to staff meetings and training where appropriate

Personal Qualities

- An understanding of equal opportunities and high expectations for all students
- To have a sense of humour and to be able to work as part of a dedicated team

Other Duties

This job description is not intended to be all-inclusive and the job holder may perform other related duties as directed by the Head of Site to meet the needs of the organisation.

Equipment, Tools, Physical or Special Requirements

- Ability to maintain regular, punctual attendance consistent with the school's expectations and policies
- Adoption of professional standards of behaviour and appearance at all times in line with School protocols
- Compulsory training kept up-to-date
- Cross site travel may be required

PLEASE SUBMIT EVIDENCE OF PREVIOUS EXPERIENCE, SKILLS AND ABILITIES
ONLY AGAINST THE CRITERIA EMBOLDENED BELOW

Person Specification	
Selection Criteria	**Assessed by**
Education, Qualifications & Training	
• Appropriate knowledge of First Aid and willingness to achieve a First Aid at Work Certificate (where appropriate)	Application Form Interview
Knowledge & Experience	
• Experience of health and care work with adults or children including personal care duties.	Application Form Interview
General Skills and Abilities	
• Able to relate well to students • Able to work constructively as part of a team, understanding roles and responsibilities and your own position within these. • Able to constantly improve own practice/knowledge through self-evaluation and learning from others The ability to feed and supervise students (after appropriate training) • Able to work as part of a team • Able to communicate, with a range of parties including parents/carers, colleagues and other relevant professionals • Able to work to deadlines	Application Form Interview
Specific Work Skills	
• Able to support with eating and drinking and supervise students (after training)	Application Form Interview
Decision Making	
• demonstrate balanced and fair judgement	Application Form Interview
Self-Management Skills	
• take responsibility for one's own professional development	Application Form Interview
Communication Skills	
• listen to and understand the views of others • make points clearly • establish and manage good communication systems	Application Form Interview

Any candidate with a disability who meets the essential criteria will be invited to interview