

SENIOR MIDDAY SUPERVISOR (INTERNAL APPLICANTS ONLY)

Commencing – January 2025

Monday to Friday, 10am to 2:30pm (Term Time Only)

£11,232 - £11,371 p.a.

We are seeking 2 x Senior Midday Supervisors to lead and coordinate a team of midday supervisors, ensuring a safe, inclusive and enjoyable environment for all students during social times. In this role, you will be responsible for guiding and supporting your team to effectively manage break and lunchtime activities, maintain a positive atmosphere and swiftly address any issues that arise.

Your duties will include overseeing the daily organisation and supervision of a team of midday supervisors to ensure consistent and effective coverage across the Academy. You will promote positive behaviour and inclusivity among students, encourage a welcoming atmosphere and ensure that all students feel supported and engaged during break and lunchtimes. Additionally, you will take a proactive approach in responding to incidents, prioritising student safety and wellbeing.

A full job description is attached.

HOW TO APPLY

Staff who are interested in the above responsibility post who can demonstrate the relevant experience should provide a letter of application, of no more than one side of A4, covering the following points:

- Why you would like to be considered for the post and why you think you would be suited to it.
- What skills and qualities you think are relevant to the post.

Applications for the post should be emailed to HR (hr@thedenbighalliance.org.uk) by 9am on Wednesday 6th November



JOB DESCRIPTION

Role Title	Department	Reports to
SENIOR MIDDAY SUPERVISOR	MIDDAY SUPERVISORS	MIDDAY SUPERVISOR TEAM LEADER

PURPOSE

The Senior Midday Supervisor is responsible for overseeing and coordinating the activities of a team of midday supervisors. This role involves ensuring a safe, inclusive, and enjoyable environment for all students. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

DIMENSIONS

Direct Reports	Budget Responsibility
Midday Supervisors	None

PRINCIPAL ACCOUNTABILITIES

- To provide advice, support and guidance to a team of Midday Supervisors, acting as a point of escalation when needed.
- To co-ordinate daily schedules and duties for a team of midday supervisors.
- To carry out allocated duties on the midday rota
- To work with the Midday Team Leader to review daily absence and amend the team's rota accordingly to meet the needs of the Academy and ensuring the safety of the students at all times.
- To ensure that the team's rota covers a wide range of tasks to support the Academy in the spaces between social times, and that the allocation of tasks across the team is fair.
- To provide feedback to the Midday Team Leader and other colleagues on the effectiveness of supervision arrangements, highlighting potential improvements.
- To ensure the Midday Supervisors comply with Academy and Trust practices and policies for the notification and recording of incidents.
- To undertake the line management of, and annual appraisals for, all Midday Supervisors within the team, seeking and incorporating feedback from key members of staff.
- To ensure the induction and training of newly appointed Midday Supervisors is carried out effectively.
- To champion the introduction of new administrative systems and work schedules when required.
- To act as a member of the Academy First Aid team.
- To demonstrate knowledge, understanding and positively promote equality of opportunity.

- To support a positive culture throughout the organisation and adopt behaviours that exemplify the Trust's culture.
- To encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

As part of the Midday Supervisor team

- To contribute in the supervision of students and monitoring student behaviour and conduct during break times in both the indoor and outdoor areas of the Academy, and maintain good order throughout.
- To ensure the safety and general welfare of students through appropriate application of the Trust and Academy's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To assist with the setting up, wiping down and clearing away of tables in the dining area.
- To carry out various administrative duties as requested by the line manager to support a number of teams and departments including the administration team and the faculties.
- To assist with litter picking and general housekeeping duties in order to keep all areas of the Academy premises clean and tidy.
- To complete any documentation required by the Trust and/or Academy in relation to incidents occurring during break periods and to participate in review meetings as required.

PERSON SPECIFICATION

Knowledge/Experience	<ul style="list-style-type: none"> • Previous experience of working in a school (E) • Previous experience in a supervisory role (D) • Excellent interpersonal skills with people of all ages (E) • Good IT, organisational and administrative skills (E) • Experienced, qualified, First Aider (D)
Technical/Business Skills/Ability	<ul style="list-style-type: none"> • Ability to establish positive expectations of student behaviour (E) • Ability to establish good relationships with staff and students (E) • Ability to communicate with staff members at all levels (E)
Personal skills required	<ul style="list-style-type: none"> • Excellent interpersonal skills with people of all ages (E) • Reliable, hard-working and flexible (E) • Ability to deal appropriately with young people (E) • Ability to manage and resolve conflicts effectively (E) • Versatile and enjoys working as part of a team (E) • Able to prioritise appropriately and safely (E)

	<ul style="list-style-type: none">• Pro-active with the ability to take initiative and problem solve (E)• Sensitive, with the ability to listen well and understand others needs and perspectives (E)• Knowledge of health needs of children and young people (E)• A clear understanding of confidentiality issues (E)
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Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: