



## Midday Supervisor Duties and Responsibilities

**Surrey Job Family:** Children Learning and Educational Support

**Assessed Grade:** Surrey Grade S3

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### Principal Accountabilities:

Under the direction and supervision of the Head of Residential Provision:

- To organise deliver and supervise daily lunchtime recreational activities for small groups of students.
- To deal with any first aid as necessary
- To report to the Head of Residential Provision or Deputy Head of Residential Provision any accidents and any other matter which needs to be brought to their attention.
- To maintain confidentiality inside and outside the workplace.
- To ensure that all students are safe, and follow the school's safeguarding procedures and policy at all times.
- To undertake any other duties within the school day as requested by the Headteacher in line with the requirements of the school.

### Pastoral & Community:

- To communicate to students the values, standards and expectations of the school.
- To contribute to the life of the community according to individual talents and skills, including a willingness to undertake the organisation of extra-curricular activities.
- To undertake regular training, including regular training relating to Autism.
- To undertake other such duties as may be reasonably required.

### Additional Information:

- Annual appraisal will be carried out by the Head of Residential Provision

*The duties may vary to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.*

### **The Limpsfield Grange Values:**

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

*July 2017*