

Midday Supervisor

Job Description

Job Title
Midday Supervisor
Salary
Grade 15 Point 3
Responsible to
Senior Leadership Team
Hours
8.75 Hours per week Term-time only (38 working weeks) Casual Contract basis

Job Purpose
A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained. This would also include setting up the school hall and preparing for the lunchtime service, carrying out health and safety checks, serving hot meals and supporting the clean-up afterwards.

Main responsibilities and duties
Supervision • Supervise pupils in the lunch area, playground and classrooms (for wet play) • Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher • Monitor pupils that aren't engaging in play and feedback any concerns to class teachers Organisation • Set up and put away the tables, chairs and other equipment needed for eating in the lunch area • Prepare for the lunch service including the required Health and Safety checks and serving hot meals. • Manage pupils' entrance and exit from the lunch area in an orderly manner • Clean up food and water spillages • Organise the clean-up of some aspects of the lunch service Health and safety • Carry out Health and Safety checks on food provided by caterers and keep clear records.

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Follow the school's safeguarding and child protection policy to ensure all pupils are kept safe.
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Key Contacts and Relationships

Headteacher, Teachers, Support Staff, Caretaker and Pupils

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

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Person Specification

Category	Essential	Desirable
Qualifications		• First aid training would be desirable • Food Hygiene qualification would be desirable
Knowledge, skills and experience	• Working with children or young people • Working and collaborating within a team • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues	
Interpersonal and communication skills	• Commitment to supporting and understanding pupil needs • Uphold and promote the ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion	
Additional requirements	• Able to display an awareness, understanding and commitment to the protection and safeguarding of children. • Commitment to maintaining confidentiality, discretions and tact at all times. • Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK • 2 professional references	

