



## Midday Supervisor Job Description

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| Job Title                                                           |
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| Midday Supervisor                                                   |
| Salary                                                              |
| Grade 15                                                            |
| Responsible to                                                      |
| Headteacher                                                         |
| Hours                                                               |
| 3 hours per week<br>Term-time only (38 working weeks)<br>Fixed Term |

| Job Purpose                                                                                                                                                                                                                                                                                                                                                                              |
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| 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 post requires experience of working with children and a range of interpersonal skills and an understanding of when and how to intervene. |

| Main responsibilities and duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p><b>Under the direction of the Headteacher, the Midday Supervisor will:</b></p> <ul style="list-style-type: none"><li>• To provide daily care, support and a safe environment for our children;</li><li>• Encourage good table manners and general conduct in the dining hall and classroom, encouraging children to follow the agreed Lunchtime rules and Relationship and Behaviour Policy;</li><li>• To encourage children to eat their school meal or packed lunch, reporting any serious or prolonged instances of food refusal to the Class Teacher or DSL team if it persists, via the Lead Midday Supervisor; similarly, reporting concerns about inadequate provision of a packed lunch;</li><li>• To direct, initiate, join in, where appropriate, and supervise children's play activities, both indoors and out of doors, encouraging the children to play in an appropriate safe manner;</li><li>• To follow all lunch time procedures as agreed, including activities and initiating/supporting traditional playground games such as skipping and clapping rhyme games;</li><li>• To follow agreed procedures for setting up and cleaning the classroom during wet play sessions;</li></ul> |

- When necessary, assisting children with the putting on and wearing of outdoor clothing and keeping cloakroom areas tidy;
- To supervise use of toilet facilities by children, including the washing or sanitising of hands;
- Assist pupils, when necessary, with personal hygiene routines including toilet training, changing of incontinent/sick children, dressing and undressing;
- To follow the appropriate course of action in instances of illness or injury;
- To ensure that the dining hall is set with tables and benches are cleaned ready for use at lunchtime and cleared and cleaned for school use in the afternoon;
- Midday Supervisory Assistants should deal with, record and report breaches of discipline to the Class Teacher or Senior Staff as detailed in the Relationships and Behaviour Policy.
- Undertake other duties that the Headteacher may from time to time ask the postholder to perform.

#### **General**

- Support the aims and ethos of the school
- Follow the school's safeguarding and child protection policy to ensure all pupils are kept safe and be aware that safeguarding is everyone's responsibility.

#### **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**

Quantock Education Trust Employees are 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.

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

Support the aims and ethos of the School and Trust.

Follow the school's safeguarding and child protection policy to ensure all pupils are kept safe and be aware that safeguarding is everyone's responsibility.

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.

Be aware of and comply at all times with Trust and School policies and procedures relating to Safeguarding, Health and Safety, Security, Confidentiality.

**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.

# Midday Supervisor

## Person Specification

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| Category                                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Desirable                                                                                         |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>                         | <ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy.</li> <li>• Good standard of general education</li> <li>• First Aid Training, or willingness to complete it</li> <li>• Willingness to participate in staff training/development programme for further training and professional development</li> </ul>                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Food Hygiene qualification would be desirable</li> </ul> |
| <b>Knowledge, skills and experience</b>       | <ul style="list-style-type: none"> <li>• A passion for supporting young people</li> <li>• Experience of working with children or young people</li> <li>• Working and collaborating within a team</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Effective communication with adults and children</li> <li>• Ability to follow instructions from senior team members</li> <li>• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies</li> <li>• Ability to build effective working relationships with colleagues</li> </ul> |                                                                                                   |
| <b>Interpersonal and communication skills</b> | <ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs</li> <li>• Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils</li> <li>• Patient, calm and firm where appropriate</li> <li>• Energy and a good sense of humour</li> <li>• Positive, proactive and solution focused</li> <li>• Ability to cope under pressure</li> <li>• Ability to motivate and inspire young people</li> <li>• Excellent interpersonal skills</li> </ul>                                                                                                                                                              |                                                                                                   |

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|                                | <ul style="list-style-type: none"> <li>• Openness to learning and change</li> <li>• Ability to build positive relationships with students and other staff</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> </ul>                                                                                                                                                                                                                                                          |  |
| <b>Additional requirements</b> | <ul style="list-style-type: none"> <li>• Able to display an awareness, understanding and commitment to the protection and safeguarding of children.</li> <li>• Commitment to maintaining confidentiality, discretions and tact at all times.</li> <li>• Able to manage time effectively and have a good attendance record</li> <li>• Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK</li> <li>• 2 professional references</li> <li>• Shortlisted candidates will be subject to online checks</li> </ul> |  |