

Job title:	Midday Supervisor
Grade:	Grade 1 (Scale point 2)
Reports to:	Headteacher / other nominated person

Main job purpose

To ensure the safety, general welfare and conduct of pupils during the midday break period.

Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Main responsibilities and duties

- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to illness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision and management

The postholder will be expected to work with limited supervision to an established work pattern. There will be support available from the Headteacher (or nominated person) and/or other designated member(s) of staff..

Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters.

Decision making

The postholder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour in accordance with trust policies, referring upwards if necessary..

Key contacts and relationships

There is a high level of interaction with individual and groups of pupils

To work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff.

Resources

If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard.

Working environment

This is an active role involving bending, stretching and a good range of mobility.

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

There will be a need to respond to challenging behaviour of pupils.

The post will also involve some supervisory duties being undertaken on the playground or other external spaces.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required

- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Trust Resources Team
Date:	March 2024

Requirements	Essential	Desirable	Evidence
Qualifications		<ul style="list-style-type: none"> English and Maths GCSE (minimum level 4 or equivalent experience/ vocational qualification) 	Application Form Interview References
Knowledge & Experience	<ul style="list-style-type: none"> Experience of following procedures and processes 	<ul style="list-style-type: none"> Previous experience of working in a school 	Application Form Interview References
Skills	<ul style="list-style-type: none"> Strong communication and interpersonal skills Be able to establish positive expectations of pupil behaviour Have a sensitivity to pupils' personal needs Be organised, methodical and a clear communicator Fluency in English for all student and public-facing roles. 		Application Form Interview References Fluency in English evidenced by: <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad
Personal Qualities	<ul style="list-style-type: none"> Team player Quick Learner Flexible and adaptable Calm under pressure 		Application Form Interview References
Relationships	<ul style="list-style-type: none"> Have positive and mutually supportive relationships with all colleagues Ability to promote the school across the wider community 		Application Form References Interview
Safeguarding	<ul style="list-style-type: none"> Good knowledge of relevant Safeguarding procedures Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	<ul style="list-style-type: none"> Good awareness of potential Safeguarding issues 	Application Form Interview References