## JOB TITLE: Mid-day Supervisor

**REPORTS TO: Head Teacher / Behaviour Lead**

## Grade: Grade B

**JOB PURPOSE**

* To assist the Headteacher in securing the safety and welfare of pupils during the midday break.
* Organise and manage a rota of staff and activities, arranging cover for absent Midday Assistants.
* To supervise pupils during the Lunch break and to lead a team of Midday Assistants, implementing the School Lunchtime and Behaviour policies.

**KEY CORPORATE ACCOUNTABILITIES**

* To actively promote the Trust’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
* To maintain awareness of and commitment to the Trust’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
* To work with colleagues to achieve service plan objectives and targets.
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

* To be responsible to the Headteacher for the supervision of pupils throughout the midday break.
* To quality assure the supervision of pupils during the lunch period.
* To take a lead in organising activities for the children as appropriate.
* To ensure the care of pupils who are injured or unwell. Giving comfort to distressed pupils.
* Develop, train and monitor the Midday Team. Ensuring pupil issues are reported to relevant staff and feedback actions taken by the school to the Team.
* To ensure all pupils return promptly to the care of their class teacher at the end of midday.
* To uphold the School’s Behaviour Policy, including treating pupils with respect and consideration.
* To alert the Headteacher (or nominated member of staff) to any concerns regarding an individual child or group of children.
* To maintain an effective rota of supervision, ensuring all areas have adequate staff.
* To work with and support the kitchen staff to ensure a smooth and professional midday service is provided.
* To deal with minor problems and report persistent unacceptable behaviour to the Headteacher or any other nominated member of staff.
* To take a lead in dealing with minor accidents and to report any serious incident to the Headteacher at the earliest opportunity.
* To ensure that all necessary records relating to accidents, first aid administered, behaviour, and sanctions employed, are completed by all midday staff.
* To supervise and support the clearance of the dining area, ensuring furniture and floors are clear of spillages etc.
* To report staff absences to the Headteacher and re-organise rotas as necessary.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

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

I confirm that I have read and understood, and that I accept, the above job description:

Signature : ……………………… Date: ……………… Name in full ………………..

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Successful experience working with children in a school/early years environment  NVQ level 2 |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid |
| Literacy | Good reading and writing skills |
| Numeracy | Ability to count and undertake basic calculations |
| Technology | Knowledge of basic ICT |
| **Communication** | Written | Ability to write basic reports |
| Verbal | Ability to use clear language to communicate information  Ability to listen effectively |
| Languages | Seek support to overcome communication barriers with children and adults |
| Negotiating | Consult with children and other adults |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy |
| SEN | Ability to understand and support children with developmental difficulty or disability |
| Curriculum | Good understanding of games and activities which support learning |
| Child Development | Good understanding of the way in which games and activities can help children develop |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in and with the school |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information |
| **Responsibilities** | Organisational skills | Good organisational skills  Ability to remain calm under pressure |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve problems independently |
| **General** | Equalities | Awareness of and promotion of equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role |