



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

- Commitment to the Trust's central team Vision and Values;
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust' policies including Code of Conduct, Safeguarding Policy and E-Safety Policy;
- To fully comply with the Health and Safety at Work Act 1974 ect, the Trusts Health and Safety Policy and all locally agreed safe methods of work;
- At the discretion of the Head Teacher, such other activities, as may from time to time, be agreed consistent with the nature of the job describe above;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of our 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.

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- 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

Person Specification

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