



Job Description

Our school is committed to safeguarding and promoting the welfare of children and young people

POST TITLE:	Mid Day Supervisor
SCALE:	Band B £8.74 - £8.81
RESPONSIBLE TO:	Senior Midday supervisor/School Business Manager
WEEKLY HOURS:	5 hours 50 minutes
WEEKS PER ANNUM:	38 weeks
POST OBJECTIVE:	Supervising pupils during and immediately after the lunch break

DUTIES AND RESPONSIBILITIES:

- Year 7 area – Supervising toilet arrangements during and immediately after the lunch break
- Supervising pupils queuing for the dining room and supervision/control of children in the dining area
- Helping with supervision during the service of meals and in the training of good eating habits and table manners. Wiping tables and emptying bins, along with stacking chairs at the end of the lunch service.
- Supervision in the playground and other social areas
- Reporting to the Headteacher/member of staff on duty, any accidents and any other matters which need to be brought to their attention
- Any other duties which may be required by the Headteacher or SLT member

METHODS OF WORKING

- Participate in the staff appraisal system.
- Participate in training as required.
- Contribute to the overall ethos and aims of the Academy
- Attend and participate in meetings
- Appreciate and support the roles of other professionals within the Academy
- Recognise own strengths and areas of expertise and use to support others
- To comply with the requirements of HR, Health & Safety, confidentiality, GDPR other relevant legislation and school policies and procedures.
- To understand and comply with the school's safe guarding policy, equal opportunities and anti-discrimination policy.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good standard of education	
Experience		<ul style="list-style-type: none">• Experience of supervising children. In addition, they might have experience of working with children on a voluntary or paid basis.
Knowledge and understanding	<ul style="list-style-type: none">• Good awareness of Health and Safety, basic knowledge of First Aid and knowledge of safeguarding issues and how child protection impacts on the role of the midday supervisor.	
Skills	<ul style="list-style-type: none">• Ability to talk to children and adults in a clear and calm manner• work as part of a group and on their own• encourage high standards of pupil behaviour at all times• respect confidential information• remain calm in a crisis• undertake appropriate training as required	<ul style="list-style-type: none">• recognise behaviour giving cause for concern and inform teaching staff
Personal Characteristics	<ul style="list-style-type: none">• Tolerant• Able to communicate well with staff and children	