

<b>Job Title:</b>	Lead Midday Supervisor
<b>Pay Scale:</b>	Salary Scale: Academy Scale 3 /4, points 5 - 10 Surrey Pay Scale PS3, points 2-3
<b>Reports to:</b>	Principal
<b>Responsible for:</b>	Midday Supervisors
<b>Main purpose of the post:</b> To oversee supervision of pupils on the premises during the midday break ensuring that children are safe at all times and that the school's Safeguarding and Health and Safety policies are strictly adhered to. To be responsible for the supervision and organisation of a team of Midday Supervisors.	
<b>Employment Duties:</b> This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.	
<b>Key Tasks and Activities:</b> <ul style="list-style-type: none"> <li>• To take responsibility for the lunchtime supervision of pupils and the smooth running of lunchtime sessions.</li> <li>• To receive direction and guidance from the Principal/ Executive Principal on the supervisory and welfare needs of pupils and applying these in accordance with the particular needs of the school during the midday break.</li> <li>• To ensure that there is an effective lunchtime supervisory team by allocating duties to lunchtime supervisors and monitoring their performance in carrying out their responsibilities and arranging cover for staff absence.</li> <li>• To carry out appraisals of midday staff.</li> <li>• To assist with the appointment of the Midday Supervisors as necessary.</li> <li>• To liaise with The Catering Manager on the delivery of meals such as the menu, theme days and timings.</li> <li>• To ensure the midday team provides adequate supervision of all areas both indoor and out during all weather conditions.</li> <li>• Prepare suitable play equipment and/or activities for the children during normal and wet lunchtimes.</li> <li>• Organise play rotas, staffing rota and lunchtime rotas.</li> <li>• To ensure that Health and Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of accidents, action taken etc. with any emergency or serious incident being reported to the HT or member of the Senior Leadership Team immediately.</li> <li>• To ensure provision of first aid during the lunch period and to follow the school's policies and procedures on supporting children in school with medical needs and first aid.</li> <li>• To ensure the midday staff are confident when dealing with discipline issues, use strategies that are as effective as possible and reflects the school discipline policy.</li> <li>• To ensure that meal times in the dining hall are run smoothly and are an enjoyable experience for the children.</li> </ul>	

<ul style="list-style-type: none"> <li>● Purchase equipment necessary to facilitate a happy and rewarding lunchtime for staff and pupils.</li> <li>● Attend appropriate team meetings/training as required by the Principal/ Executive Principal .</li> <li>● To complete relevant paperwork in connection with lunchtime supervision.</li> <li>● To carry out other appropriate duties as may be requested by the Principal/ Executive Principal</li> <li>● To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and ‘Keeping Children Safe in Education’ in relation to child protection and safeguarding children and young people as this applies to the school employees roles within the organisation</li> </ul>
--

#### General Information:

Equality of Opportunity	<ul style="list-style-type: none"> <li>● As a member of Trust staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> <li>● Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul>
Confidentiality and Data Protection	<ul style="list-style-type: none"> <li>● To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>● To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> <li>● Any other duties as reasonably required by any manager of the school.</li> <li>● Participating in the ongoing development, implementation and monitoring of the school development plan.</li> <li>● Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
Child Protection	<ul style="list-style-type: none"> <li>● Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li> </ul>

#### Key Skills and Competencies:

- An appropriate NVQ3 qualification or equivalent (essential)\*
- Experiences of working with children (essential)
- A knowledge of playground games and suitable activities for children during wet playtimes
- A first aid qualification
- A food hygiene qualification

#### Qualities and Attributes

- The qualities and skills to lead a team of midday supervisors under the direction of the Principal
- The ability to adhere to and promote the school's behaviour policy and to ensure staff are following procedures
- To be able to model an assertive and respectful way in talking and dealing with children
- Able to give advice to the rest of the team for dealing with minor incidents, and to report any more serious incidents to the Principal/ Executive Principal immediately.
- To have the ability to use your initiative but seek advice and help when required
- To have a caring nature
- To have the skills to listen to a child, be non-judgemental whilst also being firm and fair.
- To be able to communicate effectively and have good listening skills

- |   |
|---|
| <ul style="list-style-type: none"><li>● To be competent in the use of ICT and be able to carry out administrative tasks effectively</li></ul> |
|---|

Agreed by: ..... Date .....

This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.