



THE CARLTON JUNIOR ACADEMY

The Carlton Junior Academy

Garden Avenue

Foxhill Road

Carlton

Nottingham, NG4 1QT

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www.thecarltonjunioracademy.org.uk

Headteacher: Sharon Wood

Salary: Redhill Academy Trust Pay Scale, Band 5, Scale Point 28

Hours of work: 5 hours 25 minutes per week, Mon-Fri, Term Time Only

Responsible to: Senior Midday Supervisor

Post objective: To assist in the provision of effective supervision and care of pupils throughout the midday break period.

General Information:

- Each Midday Supervisor will be allocated areas of the academy and children they will be responsible for each day, which could vary from day to day.
- The main areas of work responsibility will be the dining area and the outside areas of the academy used during the dinner break. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind, must show conduct which commands respect, and must see that the children behave at all times sensibly and quietly.
- The Midday Supervisor must ensure that children receive first aid care as appropriate and will be required to train in paediatric first aid.
- The Midday Supervisor must follow policy in line with safeguarding procedures.

Main Duties and Responsibilities:

These will be allocated by the Senior Midday Supervisor and may include assisting with:

- Supervision of dining areas.
- Overseeing queues to dining areas.
- Ensuring that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- Ensuring that dining areas are left clean and tidy.
- Supervision of outside dining areas/playgrounds/corridors/classrooms (at wet lunchtimes).
- Arranging your supervision so you move around amongst the children within the area you are covering.
- Ensuring acceptable standards of behaviour are maintained.

- Ensuring children where possible avoid hurting themselves or other students or damaging academy property.
- Reporting any incidents that may occur during lunchtime, including the giving of statements as required.
- Undertaking first aid as required.
- Supporting children to clear trays.
- Undertaking light cleaning duties e.g. sweeping floors, wiping tables/chairs and trays, cleaning spillages.
- Following all safeguarding procedures.
- Participating in playing games and positively managing behaviour on the playground.
- Being a personable, friendly, approachable team member with a 'can do' attitude.
- Supporting colleagues to have breaks.
- Undertaking any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific terms.