



## **THE STOUR FEDERATION MIDDAY SUPERVISOR JOB DESCRIPTION**

**SCALE POINT 2-3 - 11: £11.59 – £11.79 HOURLY RATE**

**Play. Make their day. Choose your attitude. Be there.**

### **CORE PURPOSE**

As part of a team assisting the Senior Midday Supervisor in securing the safety, welfare and good conduct of pupils during the midday break. This will involve effective supervision of pupils in and about the premises, in accordance with the procedure and practices of the school.

**RESPONSIBILITY FOR OTHERS:** The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

**RESPONSIBILITY FOR STAFF:** The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

**RESPONSIBILITY FOR FINANCE:** The post has limited (or no) direct responsibility for financial resources.

**RESPONSIBILITY FOR PHYSICAL RESOURCES:** The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

### **KEY REQUIREMENTS**

In The Stour Federation we require all Midday Supervisors to have a very positive attitude to the safety, security and wellbeing of all our children at all times, and to be able to recognise when to act on and report any concerns. We expect all Midday Supervisors to treat all children with respect, promoting positive behaviour and good manners at all times, and to deal with concerns in a calm, firm but fair manner. Where Midday Supervisors become aware of confidential information relating to pupils whilst carrying out their role, they must maintain confidentiality in accordance with the school's policies and procedures.

## **TYPICAL TASKS, DUTIES AND RESPONSIBILITIES**

- Supervision and control of pupils in the dining hall.
- Where appropriate, assist/supervise pupils with their general hygiene requirements.
- Organising lunch queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to the Leadership Team/Senior Midday Supervisor according to severity of incident.
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary.
- Communicate and cooperate effectively with other members of school staff to ensure the constant safety and security of all children. Liaise with teachers to establish how best to support pupils.
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
- Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Encouraging social skills and good table manners, ensuring safety with cutlery. Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up/reporting spillages. Supervise and assist pupils in the collection of food and return of waste food, plates and cutlery to the appropriate points.
- Sharing responsibility with other Midday Supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- Supervision and control of pupils in the playground and about the school premises.
- Check on any strangers (contractors, visitors etc) who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to the Leadership Team /Senior Midday Supervisor.
- Direction of pupils to the school grounds and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary.
- Organise and play fun games and activities with pupils.
- Preventing bullying, being aware of changes in friendships, encouraging socialising and play, managing conflict resolution between pupils.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- To take appropriate action, in accordance with the school policy, in the event of behaviour issues during the lunch period.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.
- Care for sick children into appropriate qualified medical assistance is available and/or until a parent collects the sick child.
- Follow fire evacuation procedures, and check pupils are safe.
- Put away tables and chairs.

## **QUALIFICATIONS/TRAINING & LIKELY ABILITIES**

- Literacy skills to be able to understand school policies and complete forms, e.g. accident book, first aid and child protection.
- To be able to understand, comply and work within policies, e.g. Child Protection and Safeguarding, Staff Behaviour Policy (Code of Conduct), Pupil Behaviour, Health and Safety, Confidentiality.
- Be aware of cultural differences.

- Live the school values and Trust RESPECT values - relationships, excellence, service, passion, ethics, collaboration, trust.

## **SAFEGUARDING CHILDREN & SAFER RECRUITMENT**

All schools in The Stour Federation Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The class teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the CEO reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.