



JOB DESCRIPTION

JOB TITLE	MIDDAY SUPERVISOR
SCHOOL	Charter Academy
GRADE	Grade 1 Point 2
HOURS	1 hour and 30 mins per day, 7.25 Hours per week (Flexibility required with daily hours of work between 11.30am and 1.30pm) Term time only 38 weeks Permanent

JOB PURPOSE

As part of a team of Midday Supervisors, ensure the safety, well-being and care of the pupils of the school and to maintain positive behaviour of pupils in a given area of the school during the lunch period. Depending on the area of the school allocated, duties may include responsibilities for the conduct of pupils taking their school meal and/or that of pupils in and around the school buildings during the lunch period.

MAIN DUTIES AND RESPONSIBILITIES

- Each Midday Supervisor will be allocated a Year Group for whom they will be responsible each day. This could vary each half term or dependent on need.
- Although each Midday Supervisor looks after a specific group and area of the dining hall/playground each day, they must be prepared to accept a variation if any emergency/change in circumstances calls another Midday Supervisor away.
- The main areas of work responsibility will be the dining areas and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the lunch period which should be a pleasant experience for all concerned.
- The Midday Supervisor must act as a responsible caring adult with the health, safety, 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 be aware of how to get access to first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact the co-ordinator/line manager*.
- To support and contribute to the school's responsibility for safeguarding children.

SPECIFIC RESPONSIBILITIES - SUPERVISION OF DINING AREAS

These will be allocated by the co-ordinator/line manager* in accordance with scheme of lunchtime supervision for the school.

GENERAL

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, well-being of pupils and the maintenance of good discipline.



2. To report to the Co-ordinator* at beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Co-ordinator* as appropriate.
4. To ensure the safety and well-being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate play and physical activities under the direction of the Coordinator*.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
7. To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on stairs and through corridors, during lunchtimes and in addition when children are inside because of poor weather.
8. To ensure that, when classrooms are used during the lunchtime break because of poor weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
9. To check toilet areas regularly to ensure that they are clean and being used appropriately, reporting any problems to the Co-ordinator*.

DUTIES AND RESPONSIBILITIES – SUPERVISION OF DINING AREAS

10. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands.
11. See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
12. To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground.
13. To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to the age of child, needs of child, as necessary. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
14. To encourage social skills and good table manners, ensuring safety with knives and forks.
15. To clean up spillages of food and to organise clearing cutlery and crockery off tables. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
16. See that trays are not left in dangerous positions, and are cleaned where necessary. Encourage the pupils to leave the table clean and ensure the dining areas are left clean and tidy

DUTIES AND RESPONSIBILITIES – SUPERVISION OF OUTSIDE AREAS

17. Where appropriate, collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.



18. Arrange your supervision so you move around amongst the children within the area you are covering.

19. Ensure acceptable standards of behaviour are maintained.

20. Keep children safe and try to prevent them hurting themselves. Ensure any pupil that leaves the school site has the permission to do so.

21. Once lunch has been eaten engage with the children in activities which promote healthy and active lifestyles.

22. Regularly rotate activities on offer to the children.

23. Promote the inclusion of all pupils.

24. To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.

DUTIES AND RESPONSIBILITIES - TRAINING

- Participate in appropriate school-based meetings and training activities.
- Review and develop own professional practice by attending relevant courses and provide feedback to colleagues

DUTIES AND RESPONSIBILITIES - GENERAL

- Responsibility to the coordinator* for the supervision of children throughout the lunchtime period.
 - Ensure all pupils return to their classroom at the end of lunchtime.
 - Respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils.
 - Contribute to the overall ethos, aims and work of the school.
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- Understand and comply with the school's Safeguarding Policy and guidelines.
 - **Maintain confidentiality at all times** and observe Data Protection guidelines.

SUPERVISION AND SAFEGUARDING

- Assist with the supervision of children outside of lesson times, including before and after school and during break and lunchtime.
- To be accountable for promoting and safeguarding the welfare of children responsible for, and in contact with.

SAFEGUARDING AND PROMOTING THE WELFARE OF STUDENTS

The Trust is committed to safeguarding and promoting the welfare of students in the school. We expect all staff at the school, including teaching, support, temporary, casual, supply and volunteers to share this commitment.

All staff involved with students (teaching and non-teaching) have a responsibility to be mindful of issues related to students' safety and welfare and a duty to report and refer any concerns.

All staff will attend regular safeguarding training.



ATTRIBUTES	JOB REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)
<p>PERSONAL CHARACTERISTICS</p>	<ul style="list-style-type: none"> • Calm under pressure • Empathetic • Well-organised • Able to communicate well with staff and students • Tolerant • Punctual 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>SAFEGUARDING</p>	<p>In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of students as appropriate to the nature of the role which may include:</p> <ul style="list-style-type: none"> • Motivation to work with students and young people • Ability to form and maintain appropriate relationships and personal boundaries with students and young people • Emotional resilience in working with challenging behaviours and • Attitudes to use of authority and maintaining discipline 	

- Training will be provided on a variety of techniques if necessary.
- Charter Academy Primary School is a non-smoking site.

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This post is subject to enhanced clearance by the Disclosure and Barring Service