

Insert Academy Logo Here



Midday Supervisor Job Description

Salary scale: A

Contract type: Temp – Pupil Specific

Hours: 7.5 hours

Responsible to: Headteacher

Core purpose:

To supervise and care for the children during the lunchtime period, prepare the dining room for school lunches and supervise and assist children whilst they eat their lunch. Promote our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Main duties and responsibilities

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact
- You will be required to implement fully, the school policies and procedures for child protection and security.
- Supervision of pupils in the dining hall, playground, and school premises, including the toilets and cloakrooms.
- Patrolling around the school, inside and out, making sure there are no problems. Maintaining good order and discipline among students and safeguarding their health and safety
- Encouraging children to play and helping with play activities if required
- Making sure that children do not leave the school premises or go into areas of the school that are out of bounds. This will require knowing the layout of the school, both internally and externally, being aware of site entrances and exits, boundaries and access points for vehicles
- Helping children at mealtimes. This may involve helping some children to cut up their food, showing them how to use cutlery and encouraging good table manners
- Cleaning up spillages and making sure that tables are clean
- Dealing with incidents of misbehaviour and, if necessary, reporting them to the duty teacher or Head.
- Tend to sick or injured pupils and report any serious accidents to Head of WGJS and/or WJGS Secretary.
- Dealing with emergency situations such as fire drills
- Listening to pupils and dealing with situations as they arise
- Being vigilant and raising concerns about individual pupils or groups of pupils with Head or Deputy Head. Knowing the school regulations and the health and safety policy; being aware of and implementing the school rules and School policies, in particular the safeguarding of children
- Co-operate in all matters concerning Health and Safety. To specifically take reasonable care of your own safety and that of any other persons who may be affected by your acts or omissions at work
- To undertake other such specific duties that may from time to time be reasonably assigned by the Head.

General Information

The job description details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with DNEAT and academy's policies and procedures, within legislation, and with regards to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The post holder must ensure that they have read, understood and act in accordance with current academy policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

Working Time

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent carrying them out and no part of it may be so constructed. In allocating time to the performance of responsibilities and duties you must use directed time in accordance with the school's plans on use of time. This job description will be reviewed as part of the school's performance management procedures. Annual objectives for professional development will also be agreed at this time as well as a review of those set the previous year. Amendments and modifications to the job description may be made after consultation. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to expected professional responsibilities and duties.