**Job Description**

**Job Title:** Senior Midday Supervisor

**Location/Base**: East Whitby Academy, Whitby

**Reporting to**: Principal / Academy Business Manager

**1. Job Purpose**

* + To work as part of a team monitoring pupil behaviour during the midday break to ensure a caring and safe environment
	+ To contribute as required to the academy’s aims and objectives of developing standards in teaching and learning, and improving pupil achievement

**2. Main Duties**

* + Supervise the playground area, playing fields, cloakrooms and classrooms etc during the lunchtime break.
	+ Assist with the removal of food and equipment once pupils have eaten their lunch.
	+ Deal with minor first aid incidents; follow appropriate procedures for recording and reporting including advising parents.
	+ Assist with the implementation of appropriate behaviour management strategies as required.
	+ Observe a child or young person’s behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff.
	+ Resolve minor disputes between pupils.
	+ Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
	+ Ensuring that the environment is clean and clear from slip hazards in the dining area.

**3. General Support**

* + Provide support and encouragement to children and young people.
	+ Be aware of and comply with all Trust/Academy policies.
	+ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
	+ Establish rapport and respectful, trusting relationships with children, young people and those caring for them.
	+ Earn the respect of the students by modelling outstanding behaviour, manners, speech and appearance at all times.
	+ Support catering staff where needed.

**4. Working as part of a Team**

* + Share information, working practices, skills, experiences with colleagues
	+ Listen and be open to the views of others
	+ Actively work to develop and maintain positive relationships with people and children
	+ Develop a working environment and culture which actively improves the Health and Safety and security of self, people and their belongings
	+ Communicate effectively with all staff, pupils, families and carers.

**5. Additional Responsibilities**

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the school and commensurate with the grading of the post.

**Safeguarding**

All staff members have a duty to report any concerns they have about the safety or wellbeing of pupils, staff and adults within School, as well as members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

**Health and Safety**

All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance within our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

**Customer Care**

Enquire Learning Trust are committed to providing the very best of homemade food and delivering a focused service to our customers. All staff employed within the organisation are expected to treat pupils and staff with respect at all times during their contact throughout services we provide.