

<b>Job title:</b>	Senior Midday Supervisor	
<b>Reports to:</b>	Head Teacher/ Senior Leaders /Inclusion Leader / SENCo	
<b>Scale/FTE:</b>	Salary Scale: BR5 Points: 13 - 17	Hours: 10 Weeks Per Year: 38

**Key Purpose:**

Responsible under the direction of the Head Teacher or other nominated officer, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed practices and procedures and ensuring the day-to-day management of the Midday Supervisory Team.

**Main Responsibilities**

- Supervise the work of a team of midday supervisors ensuring that they are effectively deployed and briefed to work across the school site during the midday break.
- Ensure midday staff are available to assist in the administrative processes involved in taking school meals or packed lunches.
- Ensure that staff are aware of the procedure to raise the alarm or seek additional support when required.
- Assist with daily decisions on areas for pupil use, eg wet lunchtimes.

**Duties:**

- Under the guidance of the Head Teacher/Senior Manager provide for the health and safety and well being of pupils during the midday break by ensuring appropriate staffing is available in the school grounds and in the school building in the event of bad weather.
- Ensure that midday staff maintain a safe environment for pupils and that the school's behaviour policy is adhered to.
- Promote and ensure school rules regarding games are met and that health and safety procedures are maintained.
- Ensure that pupils are encouraged to eat a healthy and balanced diet by developing a common awareness amongst the team of midday supervisors on basic nutrition and the varying dietary requirements of pupils for medical or cultural reasons.
- Provide for the welfare needs of pupils during the midday break, reporting any concerns raised by midday staff to the appropriate senior member of staff. Arrange for the application of first aid where appropriate.
- Ensure that midday staff are aware of and understand the school's Safeguarding policy reporting any concerns about individual pupils to the appropriate senior member of staff.
- Provide leadership and guidance to midday staff in encouraging appropriate exercise and activities for pupils.
- Be aware of the lunchtime clubs and activities available for pupils.
- Help pupils in the dining area or play/other areas who may require assistance.

- Deal with incidents, and where appropriate, refer serious incidents to a member of the Senior Management Team.
- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate, eg. basic first aid.
- Clean up spillages or debris around the dining/play areas to maintain a safe, healthy and positive environment.
- Attend and participate in relevant meetings as required.

Other responsibilities relative to this role are:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate the Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.