



# THE CARLTON JUNIOR ACADEMY

## The Carlton Junior Academy

Garden Avenue

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Carlton

Nottingham, NG4 1QT

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[www.thecarltonjunioracademy.org.uk](http://www.thecarltonjunioracademy.org.uk)

**Headteacher: Sharon Wood**

**Salary:** Redhill Academy Trust Pay Scale, Band 5, Scale Point 28

**Hours of work:** 7.5 hours per week, Mon-Fri, Term Time Only

**Responsible to:** Senior Midday Supervisor

**Post objective:** To assist in the provision of effective supervision and care of pupils throughout the midday break period.

### General Information:

- Each Midday Supervisor will be allocated areas of the academy and children they will be responsible for each day, which could vary from day to day.
- The main areas of work responsibility will be the dining area and the outside areas of the academy used during the dinner break. The Midday Supervisor must act as a responsible caring adult with the health, safety, and 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 ensure that children receive first aid care as appropriate and will be required to train in paediatric first aid.
- The Midday Supervisor must follow policy in line with safeguarding procedures.

### Main Duties and Responsibilities:

These will be allocated by the Senior Midday Supervisor and may include assisting with:

- Supervision of dining areas.
- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- See that dining areas are left clean and tidy.
- Supervision outside dining areas/playgrounds/corridors/classrooms (at wet lunchtimes).
- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.

- Try to avoid children hurting themselves or other pupils or damaging academy property.
- To report any incidents that may occur during lunchtime, including the giving of statements as required.
- Undertake first aid as required.
- Support children to clear trays.
- Undertake light cleaning duties e.g. sweeping floors, wiping tables/chairs and trays, cleaning spillages.
- Follow all safeguarding procedures.
- Participate in playing games and positively manage behaviour on the playground.
- Be a personable, friendly, approachable team member with a 'can do' attitude.
- Support colleagues to have breaks.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific terms.