



## Job Description

### Midday Supervisor

<b>Job Title</b>	Midday Supervisor
<b>Grade</b>	2
<b>Reports to</b>	School Business Manager
<b>Responsible for</b>	Not Applicable
<b>Liaison with</b>	Pupils Headteacher Teaching staff Catering And Caretaking Staff School Business Manager
<b>Job Purpose</b>	Acting as part of a team, to take care and control of children on the school premises during the midday break between the morning and afternoon teaching sessions.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>To maintain the safety, welfare and good conduct of the pupils during the midday break</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>To assist children in selecting their meal and sitting in an appropriate place in the dining hall.</li> <li>To assist children with eating their meal.</li> <li>To clear tables when meals are finished and clear up any associated spillages.</li> <li>To enforce the necessary sanctions for maintaining good order.</li> <li>To administer basic first aid as required.</li> <li>To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.</li> <li>To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>lead games and activities with the children.</li> <li>To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To attend relevant training and meetings as required.</li> <li>To respect confidentiality at all times.</li> <li>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.</li> <li>To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> </ul>

	<ul style="list-style-type: none"><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li><li>• The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li></ul>
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**MIDDAY SUPERVISOR**  
**Person Specification**

<b>General heading</b>	<b>Required</b>	<b>Desired</b>
<b>Qualifications &amp; Experience</b>		Working with or caring for children
	Knowledge of First Aid	Knowledge of First Aid
	Basic reading and writing skills	Basic reading and writing skills
	Ability to count and undertake basic calculations	
<b>Communication</b>	Ability to complete basic forms	
	Ability to exchange routine verbal information clearly with children and adults	
	Seek support to overcome communication barriers with children and adults	
	Consult with children and other adults	
<b>Working with children</b>		Understand and implement the school's behaviour management policy
		Understand and support the differences in children and adults and respond appropriately
		Understanding of games and activities which support learning
		Understanding of the way in which games and activities can help children develop
		Understand the importance of physical and emotional wellbeing
<b>Working with others</b>		Understand the role of others working in the school
		Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Ability to work effectively with other adults in the school	
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
		N/A
		Ability to manage own time effectively
	Ability to follow instructions	
<b>General</b>		Demonstrate a commitment to equality

		Basic understanding of Health & Safety
		Understand and implement child protection procedures
		Understand procedures and legislation relating to confidentiality
		Be prepared to develop and learn in the role