

Job Title: SENIOR MIDDAY SUPERVISOR

Grade: Kent Range 3

Responsible to: Headteacher/Line Manager

Purpose of the Job:

To be responsible for overseeing the lunchtime provision and the deployment of Midday Supervisors as efficiently as possible, so that all pupils are safe, cared for and have an enjoyable and sociable lunchtime

Key duties and responsibilities:

The duties of the Senior Midday Supervisor will include all duties for Midday Supervisors. In addition, the Senior Supervisor will:

- Be responsible to the Headteacher for the safety, welfare and conduct of pupils and of others on the site during the midday break , as directed by the Headteacher;
- Devise rotas for the effective use of all midday supervisors;
- Reorganise during absences, in order to maintain appropriate supervision ratios;
- Assist with the appointment of Midday Supervisors;
- Ensure that there is suitable play equipment in use on the playground and in the classrooms during wet lunchtimes;
- Direct and supervise Midday Supervisors in their duties;
- Ensure that first aid is provided in the case of an accident or illness, and that any accident is recorded in the accident book;
- Support with the induction process for new members of staff;
- Liaise with class teachers when necessary;
- Identify training needs.

The Senior Midday Supervisor will display a commitment to child protection and safeguarding and report to the headteacher any behaviour by colleagues and children which raises concern.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification: Senior Mid Day Supervisor

The following outlines the criteria for this post. Applicants who have a disability but who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• English qualification – GCSE Grade C+ or equivalent.• First Aid qualification or willingness to obtain
EXPERIENCE	<ul style="list-style-type: none">• Minimum of 2 years supervisory experience as a Midday Supervisor• Knowledge and experience of policies and procedures relation to child protection, health, safety, security, equal opportunity and confidentiality

SKILLS AND ABILITIES

- Ability to direct and supervise Midday Staff
- Capacity to plan ahead, anticipate potential difficulties and establish a course of action
- Effective communication skills to be able to inform, persuade, inspire and motivate children an staff and provide feedback to the Headteacher/SLT/teachers