**JOB DESCRIPTION for Mid-Day Supervisor**

**Name : -**

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| **School: Kennington CofE Academy** | **Location: Ashford, Kent** |
| **Job title:** Mid Day Supervisor(Primary).  | **Salary range:** KR2 |
| **Start Date:**   | **Subject Leadership:**  |
| **Hours of Work:** 11.55 am – 1.10 pm – Mon – Friday – 6.25 hours |

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the KCC Standards document and within the range of duties set out in that document.

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| **Job Purpose** |
| * To follow the guidance of the Senior Midday Supervisor on a daily basis.
* To be responsible for the safety, welfare and good behaviour of children during the midday lunch break linked to GDPR.
* To ensure that the school’s visions, values and Christian distinctiveness are followed and developed.
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| **Main Responsibilities and Duties** |
| * To set up resources in time for the mealtime period to ensure there are sufficient settings for the number of pupils that day.
* To ensure pupils enter and leave the dining hall in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
* To ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
* To checking that pupils have a drink and that sufficient amount of their meal has been eaten before allowing them to have the next course or leave.
* To encourage the pupils to be independent or demonstrate, as necessary, during the meal break to ensure their wellbeing. (This may include providing them with a drink, helping with spillages, demonstrate cutting up food and caring for pupils’ personal needs.).
* To ensure your area is well managed and that you are flexible in approach to cover for absent colleagues.
* To ensure plates, etc., are cleared from tables in an appropriate manner
* To ensure that all areas are left in a clean and tidy manner to maintain a clean and tidy environment at the end of lunchtime.
* To assist or lead in collecting pupils from collection point and escort to hall/classroom or patrol and supervise areas used by the pupils at lunchtime, to ensure safety and appropriate behaviour is observed, as applicable. Address according to school policies if needed. Add to SIMS and Myconcern when needed.
* To encourage pupils to play games, activities and interact appropriately.
* To operate a first aid service, to deal with any accidents that occur safely and quickly.
* To ensure all school procedures and policies are followed to ensure safeguarding, health and safety, behaviour, uniform and generally high standards.
* To ensure First Aid training is up to date.
* To attend staff development days as requested with 28 days’ notice.
* To claim for pre-approved additional time within 28 days.
* To ensure the evidence of your impact can be measured through your appraisal portfolio.
* Ensure Christian values are embedded within the school.
* Any other tasks as requested by the Headteacher in line with your role.

Travel time for CPD will not usually be funded unless prior authorization from the Headteacher.   |

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process.

Staff signature ………………………………… Date

Appraiser signature ……………………………...Date

Headteacher’s signature ……………………… Date

