



Midday Supervisor Job Description

Post Title:	Midday Supervisor
Responsible to:	The Headteacher and Governing Body.
Reporting to:	The Site Safety Manager.
Remuneration and Hours of Work:	£2,621 to £2,728 (pro-rata) (£9.62-£9.81 per hour). PCD3 (Grade 3) (Full Time Salary £18,562-£18,933). 12:15pm until 1:30pm - Monday to Friday. Hours equate to 1¼ per day, 6¼ per week. Part Time, Term Time only.
Main Core Duties:	<p>The post holder will assist the Site Safety Manager in securing the safety and welfare of students during the midday break. This will involve effective supervision of students in and about the school.</p> <p>Supervision of students, including:</p> <ul style="list-style-type: none"> • Ensuring the supervision and care of students at appropriate times and organising the effective transfer of responsibilities for students' welfare between midday supervisory staff and teachers. • Ensuring that all minor problems and infringements of disciplinary rules are dealt with swiftly and effectively, reporting persistent unruly behaviour or more serious breaches of discipline to the line manager. Reporting any emergency or serious incident to the Headteacher or Deputy Headteacher immediately. • Dealing with minor accidents and securing first aid assistance for these and for serious incidents in accordance with the procedure established at the school. • Ensuring that health and safety practices and procedures affecting students are maintained during the midday break. • Liaising with kitchen/dining room staff to ensure smooth meal service. Supervising and assisting students with their food where necessary. Supporting any school policies regarding meals provision. • Setting up and clearing away tables in the dining room if required. • To have due regard for safeguarding and promoting the welfare of students and to follow child protection procedures. • Actively promote the school meals service to students to increase awareness of healthy eating and the uptake of healthy school meals. • Any other duties as may reasonably be required by the Headteacher.
Responsibilities:	<p>As with all staff, you will expected to:</p> <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person. • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and professional development as required.