



## JOB DESCRIPTION

<b>Post Title:</b> Midday Supervisor	
<b>Department:</b> Children, Young People & Culture	<b>Establishment/Post No:</b>
<b>Division/Section:</b>	<b>Post Grade:</b> 3
<b>Location:</b> Parrenthorn High School Heywood Road Prestwich M25 2BW	<b>Post Hours:</b> 7.75 hours per week, term time only, Monday to Friday, subject to working requirements of the school
<b>Special Conditions of Service:</b> <ul style="list-style-type: none"> <li>To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.</li> <li>Appointment to the post is subject to a satisfactory enhanced disclosure from the Disclosure &amp; Barring Service.</li> </ul>	
<b>Purpose and Objectives of Post:</b> To secure the safety, welfare and good conduct of pupils during the two lunch periods each day in accordance with the practices and procedures of the Local Authority and the school.	
<b>Accountable to:</b> <ul style="list-style-type: none"> <li>The Governing Body</li> <li>Head Teacher</li> </ul>	
<b>Immediately Responsible to:</b> <ul style="list-style-type: none"> <li>Operations Manager</li> </ul>	
<b>Immediately Responsible for:</b>	
<b>Relationships: (Internal and External)</b> <ul style="list-style-type: none"> <li>Governors</li> <li>Head Teacher</li> <li>Operations Manager</li> <li>Staff</li> <li>Pupils</li> </ul>	
<b>Control of Resources:</b>	

**Duties/Responsibilities:**

- To supervise and control the dinner queues
- To assist Senior Leaders and other staff in the management of pupil behaviour during lunch periods.
- To communicate with all pupils promoting professional relationships.
- Supervise and help manage the behaviour of pupils in the playgrounds and All Weather Pitch.
- Assist in dealing with incidents in accordance with the school behaviour policy and reporting as appropriate.
- To assist Senior Leaders to bring pupils back into school at the end of each lunch period.
- Check that pupils do not congregate around areas that they should not (i.e. toilet blocks).
- Help clear up waste left on tables during the lunch periods.
- Be aware of emergency procedures eg. fire drill and know what action to take.
- Supervise pupils in designated areas other than the playground during bad weather.
- Report all accidents and incidents to the designated member of staff as required by the school.
- To work individually or as a member of a team and to co-operate with other members of staff within the school.
- To deal with first aid
- To undertake training as required.

**Safeguarding:**

As an employee of Parrenthorn High School you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.

(See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by: M Heselwood	Sign:	Date: January 26
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

**BURY COUNCIL**  
**PERSON SPECIFICATION**  
**MID-DAY SUPERVISOR**

<b>ASSESSMENT METHOD</b>	<b>SHORT-LISTING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Application / Interview	Ability to supervise and assist pupils during lunchtimes.	✓	
Application / Interview	Ability to control the behaviour of pupils while they eat their meals and in the playground.	✓	
Application / Interview	Ability to ensure that staff and pupils participate in games and activities during lunchtimes.	✓	
Application / Interview	An awareness of emergency procedures eg fire drill.		✓
Application/ Interview	Willingness to undertake first aid duties (training will be provided)	✓	

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