

Job Title:	Midday Supervisor	Ref:
Job Family:	Student Support Services	Grade: 3

Purpose of this role:

To provide effective and efficient midday supervision of students.

Key relationships:

The post holder will be responsible to the Business Manager.
The post holder will establish effective relationships with students and staff.

General Responsibilities:

- To be responsible for the supervision of students throughout the midday break.
- Supervision of queues waiting to enter the dining room.
- Supervision of all areas, inside and outside, where pupils congregate during lunchtime.
- To monitor the entry of students to the school buildings during lunch break, ensuring entry is restricted to those with valid reason.
- To deal with minor problems and report any accidents or significant incidents to the Senior Leadership Team or, in an emergency, to any member of the teaching staff.
- To provide emergency First Aid treatment for accidents provided training given and qualification held.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Carry out any additional duties within the overall function commensurate with the grading and level of responsibility of the job. Any changes of a significant nature will be incorporated into the job description, following consultation with the post holder.

People Management

None

School Policies and Procedures

Actively support the School's Policies and Procedures.

Health and Safety

Ensure own compliance with the School's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness through carrying out duties and raise issues where appropriate.

PERSON PROFILE

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	Essential	Desirable	Evidence
Experience	Experience of dealing with young people.		A, I
Skills and knowledge	Ability to supervise students fairly. Ability to work independently and as part of a team. Ability to deal with incidents calmly. An awareness of Health and Safety		A, I
Personal Effectiveness	Self-motivated and able to manage own time effectively. Have a flexible approach to work Effective communication with students, colleagues and staff.		A, I
Qualifications	No formal qualification	Basic First Aid	Application Form Certificates
Embark Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment.			

A = Application

I = Interview

T = Test