

<b>Job Title:</b>	Midday Manager
<b>Grade:</b>	5
<b>Responsible To:</b>	Headteacher
<b>Job Purpose:</b>	<p>To support the effective day-to-day organisation and supervision of the lunchtime period, ensuring the health, safety, welfare and positive behaviour of pupils.</p> <p>To assist in co-ordinating the lunchtime team and contribute to creating a safe, inclusive and engaging environment, including opportunities for purposeful play and support for pupils with additional needs.</p>

### **Main Duties and Responsibilities:**

1. Supervise pupils during the lunchtime period, both indoors and outdoors, ensuring their safety, welfare and well-being at all times.
2. Promote and maintain good behaviour and orderly conduct, in line with the school Behaviour Policy.
3. Respond appropriately to incidents, resolving low-level issues and referring more serious concerns to senior staff.
4. Provide day-to-day guidance and support to Midday Supervisors to ensure consistent practice across the team.
5. Assist in allocating duties and ensuring appropriate supervision arrangements are in place.
6. Support arrangements for wet play and alternative provision where required.
7. Ensure all procedures relating to safeguarding, health and safety, and behaviour management are followed consistently.
8. Attend to accidents in accordance with school procedures, ensuring appropriate first aid is administered, incidents are recorded accurately and serious incidents are escalated promptly to senior staff.
9. Maintain vigilance to safeguard pupils and report concerns in line with school policy.
10. Communicate effectively with teaching staff and senior leaders regarding any concerns arising during lunchtime.
11. Ensure relevant information about pupils is passed on promptly to the appropriate staff.
12. Support accurate recording of incidents in line with school systems and procedures.
13. Support the development of a positive and inclusive lunchtime environment.
14. Encourage purposeful play and positive social interaction.
15. Provide appropriate support for pupils who may require additional supervision or assistance
16. Maintain confidentiality at all times.
17. Follow all school policies and procedures.
18. Attend training and development activities as required.

## **SPECIAL FACTORS:**

### **Subject to the duration of the need, the special conditions given below apply:**

- a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the Local Conditions of Service.
- d) This post is subject to a check being carried out at an Enhanced level by the Disclosure & Barring Service (DBS) regarding any previous criminal record.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Learn Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

## Person Specification

	Essential	Desirable	How assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Level 2 qualification (e.g. Supporting Teaching &amp; Learning or equivalent)</li> <li>Paediatric or Emergency First Aid qualification (or willingness to train)</li> <li>Safeguarding training (or willingness to complete)</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Doc</p> <p>App/Doc</p> <p>App/Doc</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with children</li> </ul>	<p>✓</p>		<p>App/Ref</p>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Understanding of safeguarding and child protection (school-based awareness)</li> <li>Awareness of health and safety responsibilities</li> <li>Knowledge of Behaviour Management.</li> <li>Knowledge of inclusive practice and supporting additional needs.</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>Good interpersonal communication skills.</li> <li>Ability to manage behaviour calmly and consistently.</li> <li>Ability to respond quickly and appropriately to incidents.</li> <li>Ability to follow policies and procedures.</li> <li>Ability to support and guide colleagues positively.</li> <li>Ability to organise small teams or activities</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int/ref</p> <p>App/Int/ref</p>
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>Attendance - evidence of regular attendance at work</li> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</li> </ul>	<p>✓</p> <p>✓</p>		<p>App/Ref/Med</p> <p>App/Int</p>
<b>Factors not already covered</b> <ul style="list-style-type: none"> <li>Must be able to carry out the duties of the post with reasonable adjustments where required.</li> </ul>	<p>✓</p>		<p>Med</p>

### Key for Person Specification:

App = Application

Form Test = Test

Int-Interview

Pre-Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)