



JOB DESCRIPTION



Midday Supervisor

JOB TITLE: Midday Supervisor

BASED AT: Gothic Mede Academy

SALARY/GRADE RANGE: NJC Scale 2A Points 3-4. £2918 to £2964 actual (exact salary to be confirmed on contract) This is a part time permanent position.

RESPONSIBLE TO: Head of School

HOURS: 5 hours per week - 12.00 midday -1.00pm Monday to Friday.

ABOUT BEST

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and five Nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

PURPOSE OF ROLE:

To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

MAIN DUTIES AND RESPONSIBILITIES

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
4. Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc. if required.
6. Supervise pupils when they are in the dining room eating lunch and encourage good social skills and manners.
7. Encourage pupils to select and eat healthy, balanced meals.
8. Prepare the layout of tables in preparation for lunch, including laying tables and clear up the dining room after the lunch break, including clearing any food and wrapping left on the tables, wiping the tables and chairs, sweeping and mopping the floor and collapsing and tidying tables.
9. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.



10. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having due regard to special or additional needs.
11. Provide a safe environment for pupils to play and socialise outside.
12. Dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy and reporting incidents to class teachers and senior staff when necessary. Organising play/games as appropriate inside school on wet days.
13. Encourage pupils to be resilient and independent and follow our school's values.
14. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
15. To undertake any other duties of a similar level and responsibility as may be required.

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description