

## JOB DESCRIPTION

**TITLE:** Senior Midday Supervisor

**SCHOOL:** Southfield Primary Academy

**RESPONSIBLE TO:** Headteacher

**GRADE:** L3



**PURPOSE OF POST:** Under the general direction of the Headteacher, direct and supervise the midday supervisory assistants, to ensure the safety, general welfare and proper conduct of the pupils during this period.

**ORGANISATION CHART:**

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    Headteacher
      |
    Senior Midday Supervisor
      |
    Midday Supervisors
  
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<b>PRINCIPAL RESPONSIBILITIES:</b>	<b>%</b>
1. Ensure effective supervision of pupils immediately before, during and after the midday meal – including pupils who have a school meal as well as pupils who bring their own food. Take any action to correct the behaviour and conduct of pupils as necessary in accordance with the school’s behaviour policy.	60
2. Direct, supervise and deploy midday supervisory assistants over the lunchtime period. Contribute to the recruitment, induction and appraisal of team members.	10
3. Resolve any operational issues and problems relating to midday supervision, involving the headteacher as necessary.	5
4. Supervise pupils’ entry into the dining room; assist them in carrying trays and returning empty dishes where necessary.	
5. Ensure appropriate assistance for pupils, where necessary, to cut up food and offer guidance on the proper use of cutlery.	2
6. Effectively direct midday supervisors to make use of activities and equipment to provide a fun and enjoyable lunchtime experience for all pupils.	5
7. Ensure the health and safety of pupils both in the lunchtime environment both inside and outdoors.	5
8. To be responsible for the administration of First Aid at lunchtimes, including the maintenance of lunchtime first aid records.	5
9. To be responsible for the welfare of pupils with special educational needs, including visually impaired pupils, at lunchtimes and reporting any incidents to appropriate staff.	5
10. Ensure that any lunchtime behaviour incidents are reported.	2
11. Be responsible for the writing and maintaining of relevant policies.	1

**DIMENSIONS:**

**Supervisory Management:** Up to 15 midday supervisors.

**Financial Resources:** None

**Physical Resources:** None

**Other:** N/A

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**Physical Effort:** Some lifting may be involved in the need to assist children.

**Working Environment:** Will spend part of most sessions outside in the weather conditions that prevail (indoors under more inclement conditions).

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.*

*CVs will not be accepted for any posts based in schools.*

### Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working with children or young people. Some experience of performing basic cleaning operations.	1,2  1,2	Experience of working in a school environment is desirable for this post. Experience of working with computer data base systems	1,2  1,2
Skills/Abilities	Able to use a computer to produce documents Able to demonstrate a basic competence in literacy and numeracy Demonstrable ability to communicate effectively with children and adults Able to supervise and coach midday supervisors. Able to follow guidelines and procedures. Able to work on own initiative. Able to identify serious incidents and health and safety issues and take appropriate action. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2  1,2  1,2  1,2  1,2  1,2,5		
Competencies	Able to form appropriate relationships with young people	1,2	Able to demonstrate appropriate motivation to work with young people. Emotional resilience in working with challenging behaviours. Appropriate attitudes to use of authority and maintaining discipline.	1,2  1,2  1,2
Equality Issues	Able to identify and act on discrimination.	1,2		
Specialist Knowledge	Understanding of cultural and religious principles as they apply to Luton pupils. Understanding the needs of pupils with Special Educational Needs	1,2  1,2		
Education and Training	Willingness to train for first aid qualification	1,2	First Aid Qualification	1,4

(1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

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