Job Title:	Midday Supervisor
Grade:	Equivalent to Leicestershire LA Grade 4
Initial location:	Gilmorton Chandler CE Primary School
Responsible To:	Designated Leader or Midday Manager
Responsible For:	Health, safety and security of children during lunch break.
Key Relationships/ Liaison with:	Designated leader or Midday Manager, Office/Business Manager

Job Purpose

- To take responsibility for the health and safety and security of children during the school lunch break, improving outcomes for pupils.

Main Duties and Responsibilities

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- Supervise pupils in the area in which they eat their lunch.
- Assist with the clearing away and tidying of the eating area.
- Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the School Behaviour Policy and Behaviour Management Plans.
- Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised.
- Attend to accidents in the playground in accordance with the School procedure and guidelines on accidents and their treatment.
- Report incidents and accidents to the Designated Leader or Midday Manager.

Special Factors

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- 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 school.
- 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 defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms

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.

Inspiring Primaries Academy 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 - Midday Supervisor			
	Essential	**Desirable**	**How assessed**
Qualifications	**N/A**		App/Doc
Experience Experience of working with children.	✓		App/Ref
Knowledge An empathy with and an understanding of children in the age range concerned.	✓		
Skills/Attributes Ability to be assertive when necessary. Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy. Good interpersonal communication skills.	✓ ✓ ✓		Int Int
General Circumstances Attendance - evidence of regular attendance at work.	✓		App/Ref/ Med

An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✔		App/Int
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✔		Med

App = Application Form
Test = Test
Int = Interview
Pre = Presentation
Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)