

## Job Description

**Job title:** Midday Supervisor

**Reports to:** Designated Safeguard Lead (DSL), Senior Leadership Team (SLT)

**Responsible for:** N/A

**Pay Scale:** Scale 2

### Overall Job purpose:

To ensure the security, safety, well-being, and care of the pupils of the school having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To promote the social, emotional and physical development of children during the lunch time period and to share in the corporate responsibility for the well-being and discipline of all pupils.

### Main Duties and Responsibilities:

- Supervise pupils in the dining hall, playground, and school premises during the lunch period, maintaining good order and safety.
  - Organise dinner queues, ensure calm entry/exit to the dining hall, and provide practical help with eating (e.g., cutting food, opening containers) while promoting good table manners.
  - Monitor behaviour, discourage anti-social conduct calmly, and report incidents to class teachers or SLT as appropriate.
  - Arrange, participate in, and supervise appropriate playground games, activities, and meaningful conversations to encourage positive social interaction.
  - Supervise pupils indoors during inclement weather, ensuring classrooms are calmly occupied and left tidy for afternoon lessons.
  - Clean up food spillages, encourage children to scrape their plates, and ensure dining areas are safe and hygienic.
  - Provide holistic care and emotional support to pupils, ensuring their physical, mental, and emotional welfare is prioritized throughout the lunch break.
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## **General Duties**

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by SLT.
- To undertake annual mandatory and statutory training as directed by the Trust or School.

## **Developing self and working with others**

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

## **Scope:**

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

## **Safeguarding:**

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

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## Person Specification

Criteria	Essential	Desirable	How tested
Education and Qualification	<ul style="list-style-type: none"> <li>• Minimum of Level 2 qualification in English and Mathematics</li> <li>• Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Education to level 3</li> <li>• First Aid qualified</li> </ul>	Application
Experience	<ul style="list-style-type: none"> <li>• Experience working with children and young people</li> <li>• Able to build and maintain excellent relationships</li> <li>• Excellent verbal and written communication skills</li> <li>• Able to work as part of the wider team and work on own initiative</li> <li>• Excellent communication skills at all levels, both in school and within the wider school community</li> <li>• Professional at all times, demonstrating and modelling school values</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using strategies to manage challenging behaviour</li> <li>• Experience working within a school setting</li> </ul>	Application, interview

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<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> <li>● Understanding of how, as an adult in an education environment, you can create a culture of high expectations</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of safeguarding</li> </ul>	<p>Interview</p>
<p>Personal attributes</p>	<ul style="list-style-type: none"> <li>● Punctual, dependable and trustworthy</li> <li>● Is proactive and actively seeks solutions</li> <li>● Discreet, tactful and able to maintain confidentiality</li> <li>● Patient, courteous and positive</li> <li>● Able to remain calm and work under pressure</li> <li>● Able to use initiative to respond to unexpected problems using recognised procedures and policies as a guide</li> </ul>		<p>Interview</p>