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| Job title: | Midday Supervisor | |
| Reports to: | Head Teacher/ Assistant Head Teacher | |
| Scale/FTE: | Salary Scale: KSA | Hours: 8.75 per week Weeks Per Year: 38 |

Key Purpose

To be responsible, under the direction of the Head Teacher, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed policies and procedures, particularly those relating to the protection and safeguarding of children.

Summary of Responsibilities and Personal Duties

Essential Requirements

- Must be willing to work within the school’s organisational procedures and processes
- Must display a commitment to the protection and safeguarding of children
- Must value and respect the views and needs of children
- Must comply with the school’s Confidentiality Policy, Behaviour Policy, Child Protection and Safeguarding Policy and other relevant policies.

Main Duties and Responsibilities

- To set up and clean the tables at the beginning of the lunch sessions, ensuring sufficient water, cups and cutlery on the tables. The tables will need to be cleaned between year group servings.
- Undertake direct supervision of the pupils in designated areas to be determined by the Head Teacher, including where the children wait or queue for food.
- Supervise the conduct of pupils, ensuring safe, quiet and orderly behaviour inside and outside of the premises, including when waiting in a queue to enter the dining area.
- To assist with the organisational arrangements in the dining hall including seeing that any spillages are removed quickly.
- To ensure the children are safe and that health and safety procedures are met to prevent avoidable accidents.
- To ensure that all spillages are removed quickly using appropriate resources, that will be provided. To clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety
- To help pupils in the dining room who may require assistance with the proper use of cutlery, drinking facilities or other aspects of the midday meals.
- To deal with minor incidents and when appropriate, refer more serious incidents to the Head Teacher or member of the senior leadership team.
- To ensure that sick and injured children receive treatment as quickly as possible, following the school first aid and administering medication policy.

- To aim to clear the dining area of pupils, tables cleaned and returned to the correct position and the floors cleaned appropriately.
- Respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils.
- To contribute to the overall ethos, aims and work of the school.

General

- To undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Safeguarding Statement

The post holder must follow all safeguarding procedures and is expected to share the school's commitment to safeguarding and promoting the welfare of children and young people. All safeguarding concerns must be reported immediately to the appropriate staff member.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Experience

Experience of working with children would be an advantage

Knowledge/Skills (Desirable/Essential Requirements)

- Is willing to undertake training to develop an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children.
- Has a commitment to the protection and safeguarding of children.
- Is willing to work within organisational procedures and processes and to meet the required standards of the role.
- Has the ability to work as part of a team, under direction of the Head Teacher.
- Has the ability to use initiative when required.
- Has good communication skills and is able to form good and appropriate relationships with children, other support staff, teachers and parents.
- Is flexible, patient and reflective and is committed to their own continual development in the role.
- Values and respects the views and needs of children.
- Has a sense of humour.