



<b>Job title:</b>	Midday Supervisor	
<b>Reports to:</b>	Head Teacher, Senior Leaders and Senior Midday Supervisor	
<b>Scale/FTE:</b>	Salary Scale: Grade 3 Points: 2	Hours: As per contract Weeks Per Year: 38

**Key Purpose**

Responsible under the direction of the Head Teacher, member of the Senior Leadership Team and the Senior Lunchtime Supervisor, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed practices and procedures.

**Responsibilities**

- Undertake direct supervision of pupils in designated areas.
- Assist with daily decisions on areas for pupil use, e.g. wet lunchtimes.
- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises.
- Promote and ensure school rules regarding games are adhered to and that health and safety procedures are maintained.
- Help pupils in the dining area or play/other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to the Senior Lunchtime Supervisor.
- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate, e.g. basic first aid.
- Clean up spillages or debris around the dining/play areas to ensure maintain a safe, healthy and positive environment.
- Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as required.

Other responsibilities relative to this role are:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate Mosaic Schools Learning Trust’s vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust’s Equal Opportunities Policy.

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.