



Job title:	Midday Supervisor	
Reports to:	Head Teacher or other named member of staff	
Scale/FTE:	Salary Scale: NJC BR3	Hours: As per contract Weeks Per Year: 38

Key Purpose

Responsible under the direction of the Head Teacher or other named member of staff, either individually or as part of a team, for securing the safety, wellbeing and good conduct of pupils during the lunchtime break period, in accordance with agreed practices and procedures.

Responsibilities

Dining Hall Duties

- To promote and ensure good behaviour and calm atmosphere and to deal with any misbehaviour that may occur in accordance with the school's Relationship and Behaviour policy.
- To be a positive role model to the children.
- Report, as appropriate, incidents to the line manager.
- To encourage all pupils to eat but especially those with special needs or disabilities.
- To assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- Undertake direct supervision of pupils in designated areas.
- Assist in daily decisions on areas for pupils use, e.g. wet lunchtimes.

Playground duties

- To lead and organise play activities with the children.
- Where appropriate, to collect pupils from classroom/dining hall ensuring that they are adequately dressed for the weather conditions.
- To ensure calm orderly conduct in accordance with the school's high expectations.
- To help pupils in the dining area or play/other areas who may require assistance.
- To check on any strangers who may enter the school grounds and report any concerns.

Other Responsibilities

- To deal with minor incidents and where appropriate, refer serious incidents to the Inclusion Manager/Deputy Head.
- To undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate e.g. basic first aid.
- To clean up spillages or debris around the dining/play areas to ensure the maintenance of good order and safety.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.

- To be aware of and support diversity and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

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

The person specification is a picture of the skills, knowledge and aptitudes needed to carry out the job and will be used in the processes of shortlisting and interview.

Experience		Essential
	General experience of children. Work constructively as part of a team, Understanding school roles and responsibilities and own position within these. Working with children in a primary school in the age range 4-11.	✓
Qualifications/ Training	NVQ1 – CACHE Award or equivalent to Basic Skills Level 2.	
	First Aid Certificate	
Knowledge/ Skills		
	Ability to relate well to children and adults	✓
	Knowledge of how to keep children safe	✓
Personal Qualities	Strong interpersonal skills (adults and children)	✓
	A positive attitude	✓
	The ability to follow the advice of professionals and to act upon it with enthusiasm	✓
	A flexible approach towards work	✓
	Able to use initiative	✓
	Willingness to undergo training	✓
	An Enhanced DBS and Barred check – Checks will be undertaken before employment starts.	✓