

INCLUSIVE | MULTI ACADEMY TRUST

MIDDAY SUPERVISOR JOB DESCRIPTION

Employment details

Job Title:	Midday Supervisor
Grade:	3
Reports To:	Senior Midday Supervisor / Headteacher
Job Purpose:	To ensure the safety and wellbeing of pupils during the lunch period

Main duties and responsibilities

Take instructions from the Senior Midday Supervisor regarding the supervision of children throughout the lunchtime break.
Prepare the layout of the tables in preparation for lunch including laying up tables.
Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners.
Provide a safe dining hall environment.
Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
Setting out and storing equipment.
Encourage pupils to select and eat healthy balanced meals.
Ensure children leave the dining hall in a tidy condition by giving the necessary guidance to children in respect of cleaning plates, placing cutlery and crockery in trays provided and seating arrangement.
Encourage children to be resilient and independent and follow the values of their school.
Ensure the behaviour system is followed and deal with incidents accordingly. Report to senior staff in line with the school's policy.
Provide first aid during the lunch period as required.
Consistently and effectively implementing agreed behaviour management strategies.
To collaborate with staff across the Inclusive Multi Academy Trust, sharing ideas and best practice.
Provide on-going, holistic social/emotional /mental health support to children, parents and staff whilst embedding the Nurture Principles across the school.
Maintain high standards in your own attendance and punctuality.
Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in 'Keeping Children Safe in Education'.
Any other duties as deemed appropriate to the post under the direction of the Headteacher.

Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • NVQ level 1 in numeracy & literacy (or equivalent) • Level 1 Safeguarding • Willingness to undertake CPD • Current DBS 	<ul style="list-style-type: none"> • Previous experience of working with children • Experience of working as part of a team
Knowledge and skills	<ul style="list-style-type: none"> • Understanding of health and wellbeing, safety and child protection • Awareness of data protection and confidentiality • Computer literate and proficient (E mail, word processing, spreadsheet) • Understanding of the School ethos and values • Effective oral and written communication skills 	<ul style="list-style-type: none"> • First aid skills • Working knowledge of social media • An understanding of how a pupil's learning develops • A passion for and understanding of the principles of nurture • Proficient with school online systems: SIMS, CPOMS
Personal qualities	<ul style="list-style-type: none"> • High standards in your attendance and punctuality • Ability to work in a team • A flexible approach • Problem Solving • Active Listening • Organised • Motivated to support children • Managing Relationships • Resilience • Possess high levels of emotional literacy • Approachable and nurturing personality • Enthusiastic and positive attitude 	<ul style="list-style-type: none"> • Self-confidence • Ability to relate well to other professionals • Good sense of humour • Community facing

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

Midday Supervisor:	Line manager:	Date:
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