



DOGSTHORPE INFANT SCHOOL

JOB DESCRIPTION

POST TITLE: Senior Midday Supervisor
SALARY: Grade 5
HOURS: Term time only, 11:30-1:15 daily, 8 hours & 45 mins per week
RESPONSIBLE TO: SLT

PURPOSE OF THE JOB:

- To manage the team of Midday Supervisors on a daily basis
- To co-ordinate lunchtime arrangements
- To supervise pupils during the lunch period
- To follow up lunchtime incidents and liaise with school staff

MAIN RESPONSIBILITIES:

1. Midday Supervision

- To take responsibility, under the direction of the SLT, for supervising pupils in the dining hall, outside areas and other parts of the school during the lunch period.
- To promote the school behaviour curriculum, policy and recipe, taking appropriate action to maintain discipline and support children to resolve conflicts in a positive way.
- To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the Head teacher/Deputy head teacher as appropriate.
- To ensure the effective supervision of all pupils in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors.
- To encourage children to eat their midday meal and assist with cutting up food, pouring liquids etc where necessary, paying particular attention to those with special needs or disabilities.
- To be aware of pupils on special or restricted diets for medical reasons from information provided.
- As a qualified first aider, ensure that all pupils who are sick or injured are dealt with in accordance with the school's accident/injuries procedures.
- To ensure that minor incidents are dealt with promptly and appropriately, e.g. cleaning up food spillages, pupils' accidents with toileting and changing clothes.
- Ensure pupils are adequately dressed for the weather conditions.
- Supervise and control entrance and exit to school premises by pupils during the lunch break following procedures regarding 'strangers on site'.

2. Support for the School

- To promote the ethos and aims of the School.
- To be aware of responsibilities under child protection legislation and report any concerns to the Designated Safeguarding Lead.
- To take part in the school's performance management framework for support staff and participate in training and development activities as required.
- To undertake any other duties consistent with the purpose of the job as requested by the Headteacher.

3. Coordination of Midday Supervisors

- To coordinate working rotas for Midday Supervisors in order to ensure the daily effective supervision of children during the lunch period.
- In the case of absence, re-organise rotas to ensure all areas are effectively supervised.
- To ensure the Midday Supervisor Team adhere to all school policies and safeguarding procedures.
- As required, liaise with the external Catering providers on day-to-day operations.
- To lead meetings with Midday Supervisors to ensure a safe and happy lunchtime for all.
- To coordinate outdoor activities, ensuring the Midday Supervisors are clear about their roles in supporting play.
- To ensure that all accidents and incidents are clearly and accurately recorded by the Midday Supervisors according to the school's procedures.
- To liaise with school staff (e.g. class teacher, FWBC) to share information about lunchtimes that parents need to be made aware of.

General Notes

1. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
2. These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Person Specification

POST TITLE: SENIOR MIDDAY SUPERVISOR

Criteria	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> ➤ Good educational background with GCSE or equivalent in English Language ➤ Currently holds a First Aid qualification or is willing to undertake First Aid training. 	<ul style="list-style-type: none"> ➤
Experience	<ul style="list-style-type: none"> ➤ Previous experience of working as a Midday Supervisor ➤ Previous experience of working in an educational environment 	<ul style="list-style-type: none"> ➤ Previous experience of managing a team of staff
Skills/Abilities	<ul style="list-style-type: none"> ➤ Good timekeeping and organisational skills ➤ Ability to work as part of a team ➤ Ability to use own initiative ➤ Ability to remain calm ➤ Ability to liaise positively with children, staff and parents ➤ Adaptable in a variety of situations ➤ Patience when dealing with young children ➤ A positive and sensitive attitude ➤ Ability to deal with challenging behaviour ➤ Good leadership skills ➤ Ability to keep written records and logs relating to lunchtime incidents ➤ Ability to feedback relevant information to senior leaders 	<ul style="list-style-type: none"> ➤ Ability to organise playground activities to engage children ➤ Ability to demonstrate good behaviour management strategies ➤ Ability to lead by example
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Appreciation of absolute confidentiality of information received in school ➤ To fully understand issues associated with safeguarding 	
Other Requirements	<ul style="list-style-type: none"> ➤ Willingness to undertake training, as required 	