

## Job Description

**Post Title:** MIDDAY SUPERVISOR

**Location:** JOHN PORT SPENCER ACADEMY

**Salary/Pay Range:** NJC03

**Hours of work:** Part time and Permanent.  
10 hours per week (Monday – Friday 12.10pm – 2.10pm)  
Term Time plus the equivalent of 1 week for training (39 weeks).

**Reporting to:** Facilities Manager and SLT Link

### Purpose of Role

To assist in the supervision of students in the dining area to ensure the orderly conduct, welfare and safety of students during the lunch break.

### Nature and Scope

Working as part of this important team you will be required to carry out the following specific responsibilities and duties.

The main areas of work responsibility will be in the dining areas of the academy used during the dinner break, including areas where the students wait or queue for their meal (and the classrooms when a 'wet break' determines that the period is spent indoors).

A high standard of behaviour is required from the students and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all.

The midday supervisor must act as a responsible, caring adult with the health, safety, and welfare of students always in mind; must show conduct which commands respect; and must see that the students behave at all times sensibly and quietly.

### Main Duties and Responsibilities

- The safe supervision of students in dining areas.
- Ensure that dining areas and tables are left clean and tidy and wipe down after use.
- Ensure reasonable standards of behaviour and safe conduct are maintained by maintaining good order and discipline, dealing as appropriate with all incidents of disorder ensuring that any disruption is minimised.
- Attending training opportunities as necessary (i.e. First Aid, Safeguarding).
- Setting up and clearing away the tables and equipment in the dining hall, working in collaboration with the catering team.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name:

Signature:

Date:

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Previous experience of working with children and young people.		√
<b>Knowledge and skills</b>		
Ability to work calmly under pressure	√	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	√	
Open, honest and an active listener.	√	
Takes responsibility and accountability.	√	
Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.	√	
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	√	
Is committed to the provision and improvement of quality service provision.	√	
Is adaptable to change/embraces and welcomes change.	√	
Acts with pace and urgency being energetic, enthusiastic and decisive.	√	
Communicates effectively.	√	
Ability to work collaboratively with others	√	
Awareness of students with special educational needs (dietary, emotional, physical).		√
Awareness of students on special or restricted diets for medical reasons.		√
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality.	√	
A diplomatic and patient approach.	√	
Able to follow direction and work in collaboration with the midday team.	√	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations.	√	
Has the ability to learn from experiences and challenges.	√	
Commitment to the highest standards of child protection and safeguarding.	√	
Recognition of the importance of personal responsibility for health and safety.	√	
Commitment to the Trust’s ethos, aims and whole community.	√	
Committed to flexible working practices and willingness to go that “extra mile.”	√	
Responsible for promoting and safeguarding the welfare of students and young persons for whom you are responsible or come into contact with.	√	