

LEARNING + COMMUNITY

Job Title:	Midday Supervisor
Grade:	APT&C Scale 2
Post Hours:	11.45am to 1.00 pm x 1 post
Location:	Eastbury Community School (3-19 All through School)
Line Manager:	Business, Finance & Premises Manager / Head Teacher

Purpose of the Job

To supervise and monitor the safety and welfare of students during the Primary phase lunch time.

Context

This role holder is required to oversee the safety and welfare of students during the break times and supervising students as required and directed at other times. The role holder will work largely unsupervised but complying to strict policy guidelines and procedures. This role requires substantial physical effort, in terms of remaining on play grounds and patrolling areas and therefore will be subject to inclement weather conditions and noise.

Main Responsibilities

- Ensure students behave in a calm, kind and acceptable manner when moving around the school inside and outside on the playground, modelling the appropriate behaviour, play or communication when necessary at all times.
- To recognise and be alert to potential problems, and intervene or distract children showing clear and consistent boundaries before a situation escalates.
- Inform teacher / senior leader of any serious incidents that need further follow – up and complete all necessary first aid, head injury and serious incident reports as necessary. First aid to be administered by a member of staff with first aid qualification or Paediatric First Aid qualification (for primary students).
- Patrol the school premises and grounds to ensure students are not loitering or avoiding getting to their classes on time.

Challenging any unknown adults on the school premises if not wearing a visitor badge or not accompanied by a member of school staff..
- Reporting any suspicious activities and/or students/ other adults suspiciously entering or leaving the school grounds immediately.
- Dealing with any students that are not in class or with their teacher/TA and ensuring they return to their class immediately in a calm manner.
- Personal Care. Be available to assist with personal and medical care for disabled students across the year group when required. (Training is available). Paediatric First Aid will be required for supervision of primary students.

- Alerting office/ caretaking staff/business manager of any litter or spillages around the school and any potential health and safety issues.
- Calmly deal with unacceptable behaviour, consistently and fairly according to agreed policies. See positive behaviour policy and Values led behaviour.

Dining Hall

- Ensure students enter the dining hall in a quiet, orderly manner, are seated as quickly as possible and remain seated while eating.
- Ensure children line up safely and sensibly in the food queue.
- Move students on from the dining room that are not eating/ have finished eating.
- Ensure the Alert / SEN and dietary guidance in the register is acted on and liaise with the class TA/Teacher with regard to pupils with particular health/allergy needs. Also noting issues where pupils do not eat or seem to experience problems with food.
- Encourage good table manners and remind students to clear the table when finished eating.
- Maintain acceptable behaviour and noise levels
- Oversee and monitor disposal of waste food and dirty crockery and cutlery
- Ensure students leave the dining room using the one way system.
- Transporting food from the canteen to other areas in the school, i.e. internal inclusion, sixth form, etc.

General Accountabilities and Responsibilities

1. Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
2. Undertake a proactive, committed approach towards the School's Best Value ethos.
3. Ensure compliance with and actively promote the School and the Council's Equalities and Diversity policies and strategies.
4. Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
5. Comply with the competencies and standard requisites agreed by the School as relevant to the post.
6. Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.)
7. Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

Signed: _____ NAME: _____

Line Manager: _____