

## Job Description

### The Halley Academy

---

**Job Title:** Midday Supervisor  
**Basis:** 7.5 hours per week (1.5 hours a day), term-time only (38 weeks of the year)  
**Responsible to:** Senior Midday Supervisor

**Responsible for:** The supervision and control of students in given areas of the school during lunchtime. Duties will include responsibility for the orderly conduct of taking the school meal and that of students in and around the school building during the lunchtime break.

#### Key areas of responsibility:

- Supervision and control of students during the lunch break, in the dining room, about the school premises and in the play areas.
- Assisting and directing students in the dining room and elsewhere, dealing with incidents of unruly behaviour and referring matters to the Senior Supervisor when necessary.
- Assisting as directed with the maintenance of orderly arrangements both for the taking of the school meal and the use of the buildings and other areas used by students.
- Assisting as directed with arrangements for the administration of taking of the school meal dinner tokens.

#### Necessary skills and qualities:

- Experience of supervising young adults.
- Ability to understand and apply instructions from the Senior Supervisor in respect of the supervision and control of students during the lunchtime break.
- Ability to relate to students, to deal with them patiently, firmly and with a good humoured manner.
- Understanding the importance of the school meals and the lunchtime break in being a social educational occasion.
- Ability to relate both to support staff and teaching staff at the school and to work co-operatively with the other people as part of a team.
- Ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency.
- A commitment to, and up-to-date knowledge of relevant legislation and guidance in relation to the protection and safeguarding of children and young people.
- Understanding of the School's policy in health and safety, equal opportunities and students' disciplinary provisions.

#### Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos. and to encourage and ensure staff and students to follow this example.
- Support the Academy in meeting its legal requirements for worship.
- Promote actively the Academy's corporate policies.
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate.

#### Review of Job Description

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This job description is not necessarily a comprehensive definition of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.