

JOB DESCRIPTION

Job Title:	Midday Supervisor
Responsible to:	Business Manager
Duties:	Acting as part of a team to take care and control of all the students on college premises during the midday break between the morning and afternoon teaching sessions.

Duties and Responsibilities

- To maintain the safety, welfare and good conduct of the students during the midday break.
- To ensure the students enter and exit the onsite catering facility safely.
- To assist students with eating their meal (if applicable).
- To clear tables when meals are finished and clear up any associated spillages.
- To enforce the necessary sanctions for maintaining good order.
- To attend First Aid and EpiPen training and to administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To provide pastoral care, guidance and routine advice to students as appropriate.
- To alert the Senior Midday Assistant of any concerns regarding an individual child or group of children.
- To understand and apply Academy policies in relation to health, safety, welfare and behaviour of students.
- To attend relevant training and meetings as required.
- To maintain and respect confidentiality at all time.

Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person specification

Post: Middy Supervisor

This specification lists the competencies expected of an experienced/fully-trained individual.

The left-hand column provides guidance for new appointments to this post.

SKILLS & KNOWLEDGE

E	Ability to relate and communicate well with both young people and adults
E	Work constructively as part of a team, understanding roles and responsibilities and your own position within these
E	Able to follow written and verbal instructions
D	Appropriate knowledge of first aid

QUALIFICATION & TRAINING

E	Willing participant in development and training opportunities
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EXPERIENCE

D	Working with or caring for young people of relevant age
D	Working in an environment that included taking initiative and self motivation
D	Working as a team member

E = Essential

D = Desirable