



JOB DESCRIPTION

EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER

Post	Midday Supervisor
Grade	Scale 1
Responsible to	Senior Midday Supervisor
Responsible for	As explained on job description
Working hours	In accordance with APTEC Pay & Conditions – 10 hours per week, 12.15pm – 2.15pm, 38 weeks per annum

Everyone at Thomas Tallis works to fulfil our **School Plan**.

We expect staff to:

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential.
2. Engage all young people in participation in interesting learning
3. To stimulate a love of knowledge in our young people
4. Unlock and develop their creativity and independence
5. Demonstrate that learning continues well beyond lessons
6. Develop the Thomas Tallis Habits of Mind in all lessons so that young people are inquisitive, collaborative, persistent, disciplined and imaginative

Job Description

Midday Supervisor

Ethos

1. To create a positive relationship with students and staff
2. To develop a sense of community that reflects the school's values
3. To work professionally in a team environment
4. Proactively to help develop and maintain good order in the school

Purpose

As part of a team of Midday Meals Supervisors to be responsible for the supervision and control of students in a given area of the school during lunch break. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings during the midday break.

Specific Responsibilities

- To supervise students, during the lunch period, in the dining hall, playground areas, and school premises, ensuring the safety, welfare, physical and mental well-being of pupils, and the maintenance of good order and discipline.

- To report to the Senior Midday Meals Supervisor at the beginning of the lunch period, and receive any instructions with regard to duties.
- To monitor the behaviour of pupils, discouraging in a positive way any disruptive behaviour and reporting any incidents to the Senior Midday Meals Supervisor, as appropriate.
- Address issues calmly and politely, and in doing so act as a role model to the students.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To ensure that all students who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- To organise the lunch queues ensuring a calm and orderly entrance and exit of students into and out of the dining hall promoting good behaviour and a calm atmosphere.
- To supervise students returning to class at the end of lunch break.
- To supervise students during inclement weather around the school premises ensuring that they are in correct allocated areas.
- To report any issues relating to the premises to G4S staff.

Additional Duties:

- To carry out additional duties, as the Senior Midday Supervisor and Senior Leadership Group may reasonably request from time to time.
- To take part in training as appropriate to the role of Midday Meals Supervisor.
- To be responsible for promoting and safeguarding the welfare of students you have responsibility for and for those whom you come into contact with.
- To comply with the school's Health & Safety Policy and to undertake risk assessments as appropriate.
- To work within the school's Equality and Diversity Policy.
- To ensure that the spirit of the school equal opportunities policy is implemented.

Person Specification:**Midday Supervisor**

	Essential	Desirable
Experience and Qualifications		
1	A good standard of education	First Aid qualification
2	A positive and enthusiastic commitment to your own continued learning and development	
3	Experience of working with groups of young people, ideally in a school or childcare setting	
4	Experience working with secondary school-aged children	
Knowledge, skills and attributes		
5	Ability to work positively and effectively as part of a team	
6	Strong communication skills with the ability to interact with students, staff and visitors in a professional manner	
7	Good organisational and time management skills	
8	Can demonstrate calm and polite behaviour to resolve issues and act as a role model to young people	
9	Ability to handle a diverse range of student needs, including students with additional needs or disabilities	
10	Ability to handle conflict and challenging behaviour with a calm and positive approach	
11	Reliability and punctuality	
12	High level of personal integrity and professionalism	
13	A sense of humour and the ability to engage with young people in a positive and motivating way.	
14	A commitment to equal opportunities and inclusive practices	
Specific to this post		
15	Willingness to be trained as a first aider	

16	Willingness to work flexibly to meet the demands of the service	
17	Awareness of the school procedures in order that safeguarding issues are dealt with appropriately	
18	Ability to stand and walk for extended periods	
19	Comfortable working in busy and dynamic environments	