



JOB DESCRIPTION

<u>POST TITLE:</u>	Midday Supervisor
<u>POST GRADE:</u>	NJC Scale 1, Points 6 to 10 (Living wage payable at £8.45 per hour)
<u>HOURS:</u>	Monday to Friday 11.45am to 1.45pm (flexible depending upon lunchtime timetable changes) 2 hours per day, term time only 38 weeks per annum
<u>JOB SUMMARY:</u>	The day to day supervision of the Midday Supervisors will be exercised by the Senior Midday Supervisor who is line managed by the Assistant Headteacher responsible for Pastoral, the duties will be as allocated by the Headteacher and will include:-

MAIN RESPONSIBILITIES:-

- a) Responsibility to the Headteacher for the supervision of students throughout the midday breaks (i.e. the interval between the close of morning school and the recommencement of school in the afternoon).
- b) Supervision of queues waiting to enter the Dining Room.
- c) Supervision of the Dining Hall and reporting any unruly behaviour to the Senior Midday Supervisor and relevant pastoral staff in charge of relevant year group.
- d) Supervision of all areas both inside and outside where students congregate during lunchtime.
- e) Checking to see that all students return to the classroom.
- f) Leaving the Dining Hall in a tidy condition.
- g) Carrying out any other instructions given by the Headteacher reasonably falling within the remit of the post.
- h) Cleaning of the Dining Hall tables throughout the lunchtime period.
- i) Where possible ensure that all eating/drinking rules are applied in line with School Policy.
- j) Undertake any reasonable request as directed by the Supervisor or Headteacher/Leadership Team member on duty
- k) Comply with Health and Safety regulations, school risk assessments, reporting of accidents, incidents and near misses in line with school policies

METHODS OF WORKING:

The post holder will be expected to:

- 1. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- 2. Undertake any necessary training associated with the duties of the post.
- 3. Maintain confidentiality at all times and to observe Data Protection Guidelines.
- 4. Understand and comply with the school's equal opportunities and other policies.
- 5. Comply with all health and safety policy and legislation in the performance of their duties and responsibilities.

MDS JD 2017

Signed _____ Dated _____