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| **Job Title:** | Midday Supervisor |
| **Scale** | £12.86ph including holidays |
| **Responsible to:** | Duty Team Leader (SLT) |
| **Responsible for:** | No Staff responsibility |
| **Car User Status** | N/A |

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| **Job Overview** |
| Supervising pupils during the designated lunch time, ensuring their health, welfare, wellbeing and security during that time in designated areas. |
| **Duties** |
| * Actively supervising the orderly entry of pupils into the school, around the building and entry into the hall. * Actively supervising pupils throughout the lunch break. * Actively supervising the queues to make sure that all pupils queue properly and orderly * To distribute lunch passes and to check those who have early passes * Promote considerate behaviour at the dining tables and in social areas, to encourage the development of social skills and self-discipline among pupils by the use of positive reinforcement and school reward policies. Being proactive in maintaining discipline and reinforcing positive behaviours. * Actively encouraging pupils to be responsible for their areas, and associated litter and ensuring that all tables are cleared properly * Ensure safe movement around the dining room. * Encourage children to eat an adequate meal * Supervise and occupy children in designated areas in adverse weather conditions. * Being proactive in maintaining discipline * Ensuring any spillages are dealt with quickly. * To report any problems outside of your remit or those which cannot quickly be resolved to your line manager. * To pay heed to personal health and safety and that of others. * To support and promote the ethos of the school * To take part in relevant school activities including CPD and performance management. * To strictly adhere to the school’s child protection and safeguarding policies as well as confidentiality * To record as appropriate any positive or negative behaviours, as well as any safeguarding concerns, using school systems. * To actively promote positive professional relationships with colleagues |

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| **Knowledge and Qualifications** | | | |
| Essential | Level 1 qualification in English Language and ICT, or mathematics, or other relevant qualifications  Knowledge of Health and Safety at Work practices  Excellent attendance record  Flexible approach to work  Excellent communication skills  Ability to deal with conflict  Ability to work as part of a team and using own initiative  Ability to form positive relationships with staff and young people  Ability to act as a positive role model and demonstrate high personal and professional standards  Commitment to safeguarding young people | Desirable | Previous experience of working in a school  Previous midday supervision experience |

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