



Midday Supervisor
Support Staff: Grade 4, Points 5 to 6

Trust Mission Statement

Our mission is to create high quality educational opportunities for all pupils and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.



Job Purpose

To take responsibility for the health and safety and security of pupils during the School/College lunch break.

Relationships

The Midday Supervisor will report directly to XXX. Other key relationships include:

- **Pupils** – establish an environment that is welcoming and safe for pupils ensuring that a nurturing, professional working relationship is in place.
- **School Staff** – lead by example to the staff team, setting high expectations of performance. Ensure that a supportive approach is adopted in order to empower staff to be the best they can be.
- **Parents/Carers** – ensure that parents/carers have confidence in the school and the ability of the Head Teacher, building a positive reputation of the school within the community.

BEP Employee Responsibilities

- Truly support the mission statement, values and ethos of the Trust – demonstrate and role model this commitment in everything that you do to students and colleagues;
- Make safeguarding pupils a priority;
- Understand and comply with relevant policies and procedures, including (not exhaustive) those relating to:
 - Child protection
 - Health, safety and security
 - Code of Conduct
 - Whistleblowing
 - Confidentiality and data protection
- Be aware of and support difference and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Work co-operatively as part of an immediate and wider team to aid effective working practices and a good quality education to the pupils and students within our Trust
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



Specific Responsibilities

General Duties and Responsibilities:

- To ensure that all pupils for whom you have delegated responsibility are safely supervised during the lunch hour, in the cloakroom, toilet areas, dining hall, school playground and, during wet lunch times, in the classroom, and that pupils are never left unattended.
- To supervise and assist pupils in the dining hall, positively encouraging good manners and helping to ensure that an acceptable level of noise is maintained.
- To promote and encourage positive play in the playground, ensuring that pupils are playing in appropriate areas and are safe at all times.
- To encourage pupils to form positive relationships with each other.
- To promote and encourage positive behaviour from the pupils during the school lunch hour, maintaining good discipline at all times and correcting any unacceptable behaviour.
- To supervise pupils safely, engaging them in appropriate activity as necessary, in allocated teaching areas during wet lunch breaks.
- To organise and run play activities for pupils as required.
- To supervise the re-entry of pupils to their classrooms at the end of the lunch break, remaining with them until the teaching staff arrive to take responsibility.
- Following appropriate First Aid training, to administer simple first aid where appropriate, recording all injuries and attention given (however minor) in the Accident Book. To complete an accident form where an injury or incident is of a serious nature.
- To clean away plates, tables and cutlery during break times.
- To report any incidents, accidents or instances of unacceptable behaviour which may occur to the Class Teacher/Head of Year or other designated member of staff, and where these are serious to also report the issue directly to the Head teacher or their representative.
- Report any safeguarding concerns in line with the Trust's Child Protection Policy.

The job description outlines key accountabilities for the role and it may be necessary to ask the postholder to undertake additional duties commensurate to the role as and when required.



The Person

Previous experience of working with pupils is desirable

A willingness to learn and develop in line with school requirements

Ability to communicate effectively in order to carry out the role

The Post Holder

Ability to be assertive when necessary.

Ability to have empathy with pupils taking a proactive approach to supporting lunch times

Ability to understand and follow relevant procedures e.g. health and safety, child protection, school behaviour policy.

Signed Declaration:

I have read, understood and agree with the contents of the job description:

Name:

Signed:

Date: