Discovery Schools
Academy Trust

Job Title:	**Midday Supervisor**
Location:	**Leighfield Primary School**
Grade:	**Grade 4**
Responsible To:	**Midday manager**
Responsible For:	Pupils
Key Relationships/ Liaison with:	Midday Manager/Office Manager/Headteacher
Job Purpose:	To take responsibility for the health and safety and security of children during the School lunch break.
Hours of Work:	Monday to Friday 12.10-13.10 (5 hours total a week)

Main duties and responsibilities

- Supervise pupils in the area in which they eat their lunch and manage queues accordingly.
- Assist and supervise the clearing away and tidying of the eating area and mop up spills when required.
- Supervise /engage pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the School Behaviour Policy.
- Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised.
- Attend to accidents in the playground in accordance with the School procedure and guidelines on accidents and their treatment. Ensure that all accidents are properly recorded using school systems.
- Act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect.
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period. Information about lunch time should be feedback to each teacher within the year group. Any serious incidents should be recorded using school forms.

Special Factors

Subject to the duration of the need, the special conditions given below apply:

(a) The nature of the work may involve the postholder carrying out work outside of normal working hours.

(b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

(c) Expenses will be paid in accordance with the Local Conditions of Service.

(d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery Schools Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Job Title: **Midday Supervisor**

Grade: **Grade 4**

	Essential	Desirable	How assessed
Qualifications	**N/A**		
Experience Experience of working with children	✔		App/Ref
Knowledge An empathy with and an understanding of children in the age range concerned	✔		App/Ref
Skills/Attributes Ability to be assertive when necessary	✔		App/Ref
Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy	✔		App/Ref
Good interpersonal communication skills	✔		App/Ref
Factors not already covered Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995	✔		Med

App = Application Form   **Pre = Presentation**
Test = Test   **Med = Medical Questionnaire**
Int = Interview   **Doc = Documentary Evidence (E.g., Certificates)**