

Role Profile



Reference Number	SCH005
Role Title	Midday Supervisor II
Directorate	Children's Services
Department	Schools
Reports to	Headteacher

Role Purpose

To act as a link between the Midday Supervisors and the Headteacher (or other member of school staff) to ensure the safety, general wellbeing and conduct of pupils during the midday break period and provide assistance to the school catering staff with basic cleaning and general duties in and around dining areas.

Accountabilities

- Co-ordinate and deploy the Midday Supervisors, to ensure that there is appropriate supervision of pupils over the midday break. This will be done in consultation with the manager, and the role will also support inductions for Midday Supervisors.
- Act as the first point of contact for Midday Supervisors, and ensure their compliance with the well-defined practices and policies.
- Supervise pupils in designated areas of the school during the midday break to ensure their safety and general wellbeing. This includes supervising the movement of pupils to and from dining areas, and in the play areas where the role will help encourage positive play and social interaction of pupils.
- Supervise pupils over the midday meal, including assisting pupils requiring help with use of cutlery and crockery, and encouraging pupils to eat their lunch, to ensure they eat an appropriate amount and to promote their independence.
- Prepare the dining areas, moving furniture as appropriate, so that lunches can be served in an appropriate and safe setting. This may sometimes include assisting in serving meals.
- Oversee and help clean the dining areas, including clearing spillages, wiping down, clearing or resetting of tables to maintain hygiene standards.
- Maintain good order in the dining areas and play areas, intervening and supporting Midday Supervisors to manage behaviour, to ensure a safe and positive environment. Larger behavioural issues will be referred to senior staff.
- Attend to any sickness or accidents by carrying out minor first aid and summoning relevant assistance to ensure the wellbeing of all pupils.
- Encouraging positive play and social engagement of pupils; working with senior leadership to promote and plan for the development of this
- Supporting the induction of new Midday Supervisors

Knowledge / Skills / Experience required

- Some experience of working with children.
- Knowledge of relevant procedure and practices relevant to midday supervision.
- Basic first aid knowledge.
- Ability to give instruction and to communicate clearly and with authority to pupils.
- Ability to establish positive expectations of pupil behaviour and be sensitive to pupils' needs.
- Ability to prioritise tasks.
- Ability to establish positive relationships with and lead colleagues

Dimensions of role

- This role supervises a team of Midday Supervisors – numbers will be dependent upon the size of the school.
- This role does not manage and direct budgets.
- This is a responsive role meeting the changing needs of the pupils during the midday period and ensuring there is enough cover each day.

Notes

Date:	01/02/2021
Working Conditions:	Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them: • The role holder will be standing and walking throughout the midday session, and will lift/move tables and chairs. • The role holder will be exposed to the weather and noise, as well as dirt and food mess when clearing spillages. • The role holder may need to deal with challenging behaviour from pupils, but will be able to escalate behavioural incidents to senior staff.
Working Arrangements:	• Term time only