

Job Title: Midday Supervisor

Reporting to: Senior Midday Supervisor

Overall purpose of the post:

To ensure that the well-being, health and safety of students is maintained at lunchtime

Main duties and responsibilities:

- Ensure acceptable standards of behaviour are maintained during the lunchtime period.
- Earn the respect of the students by modelling outstanding behaviour, manners, speech and appearance at all times.
- Supervise students in the dining hall:
 - Ensure all students remove outdoor clothing.
 - Supervise students coming into the dining hall and collection of food.
 - Supervise students going to the dining tables.
 - Supervise students clearing trays.
- Ensure positive relationships are made with students during the lunchtime period.
- Supervise students in other areas of the site as directed by the Senior Midday Supervisor.
- Supervise students' safety in the serving area;
- Work positively with students to prevent them removing food and drink from the dining areas;
- Ensuring that the environment is clean and clear from slip hazards in dining area;
- Cleaning and clearing tables in dining area;
- Empty bins and ensure dining area is free of litter;
- Ensure all rubbish is taken to outside bin area;
- Intervene in student behavioural issues, using positive behaviour management strategies to bring about improvements in student behaviour;
- Support the catering staff where needed;
- Prevent students from smoking on site by supervising outside areas;
- Undergo appropriate training.
- Attend weekly meetings of the Midday Supervisors.
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (within competence and experience) as requested, in accordance with the changing needs of the organisation.

Special Features

- 10 hours per week
- Term time

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.