

Job Title: Midday Supervisory Assistant

Reporting to: Senior Midday Supervisor **Grade:** 4

Accountable for: None

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 the 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.
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with 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 Academy.

Special Features

- 10 hours per week, term time only

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.