

Job Title: Midday Supervisor

Reporting to: Senior Midday Supervisor

Grade: A

Accountable for: N/A

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 both dining areas;
- Cleaning and clearing tables in both dining areas;
- Unload and put away chairs and tables in cold dining room;
- Empty bins and ensure dining areas are 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;
- To comply with the Academy policies and procedures at all times
- Play an important part in child protection procedures, such as relating relevant factual information and recording/reporting disclosure to the designated teacher/relevant professional

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Special Features

- 10 hours per week
- Term Time only (38 weeks per year)
- Based at Outwood Academy Redcar

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.

This job description may be subject to change following consultation between the post holder and the Academy.