

Job Title: Midday Supervisor

Reporting to: Senior Midday Supervisor

Grade: 2

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.
- 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.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- 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

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.