

**Job Title: Midday Supervisor**

**Reporting to: Senior Midday Supervisor**

**Grade: 2**

**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 hall.
- 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 Trust policies and procedures at all times.
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures 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**

You will be based at Outwood Academy Brumby and be required to work 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.

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