

CHALKWELL HALL JUNIOR SCHOOL

Job Description

Job Title	Senior Midday Supervisor
Grade	Level 4 Point 6 to 7
Reports to	The Headteacher
Responsible for	Midday Assistants
Liaison with	Midday Assistants Pupils Headteacher Catering and Caretaking Staff
Job Purpose	To lead a team of midday assistants (MDAs), ensuring the safety, welfare and good conduct of pupils during the midday break, in accordance with school policy, and under the direction of the Headteacher.
Principal Accountabilities	<ul style="list-style-type: none"> To organise and supervise a team of midday assistants to ensure the safety, welfare and good conduct of pupils during the midday break. To ensure there is adequate supervision of pupils in all areas of the school building and grounds where pupils are permitted access during the midday break.
Duties	<ul style="list-style-type: none"> To communicate instructions from the Headteacher to the MDAs. To alert the Headteacher (or nominated member of staff) to any concerns regarding an individual child or group of children. To take a lead in organising activities for the children as appropriate. To enforce the necessary sanctions for maintaining good order. To take a lead in dealing with minor accidents and to report any serious incident to the Headteacher at the earliest opportunity. To administer basic first aid as necessary. To ensure that all necessary records relating to accidents, first aid administered, behaviour, and sanctions employed, are completed by all midday staff. To be responsible for the safe return of all pupils to the care of the teachers at the end of the midday break. To ensure a smooth and steady flow of children in the dining hall. To ensure all children who request a school dinner receive a school dinner. To supervise the clearance of the dining area, ensuring furniture and floors are clear of spillages etc. To report staff absences to the Headteacher and re-organise rotas as necessary.
General	<ul style="list-style-type: none"> To attend relevant training and meetings as requested. To ensure that confidential information relating to pupils and the school is respected by the midday team. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To understand and ensure the application of school policies in relation to health, safety, welfare and behaviour of pupils. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

SENIOR MIDDAY SUPERVISOR – PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment NVQ level 2
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use basic equipment e.g. photocopier, video
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of games and activities which support learning
	Child Development	Good understanding of the way in which games and activities can help children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role

