



Job Description

Job Title	Senior Midday Supervisor
Grade	Scale 3 Point 4
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 the Trust 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 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 Trust's Equal Opportunities Policy• The Trust Board of Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
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