



Job Description

Job Title	Senior Midday Supervisory
Pay scale	Scale 4
Location	Temple Sutton Primary School
Responsible to	Senior Leader
Purpose	To lead a small team of supervisors to ensure the security, safety, care and wellbeing of students and to promote their social, emotional and physical development during the lunch time period
Responsibilities	<p><u>As senior midday supervisor</u></p> <ul style="list-style-type: none">• to lead and manage the other midday supervisors• to organise rotas/work schedules and pass on any instructions with regard to duties to Midday Supervisors• to arrange and facilitate appropriate play and physical lunchtime activities and to direct/supervise others as required• to liaise with the social inclusion team, senior leadership team and any other staff as necessary• to monitor the behaviour of students, promoting positive behaviour and reporting any incidents to the learning mentors as appropriate at the end of the session in line with the school's behaviour policies. <p><u>As midday supervisor</u></p> <ul style="list-style-type: none">• To ensure orderly behaviour in the Dining Room.• To assist pupils when they are unable to assist themselves.• To clear up any food spillage, water or sickness in the Dining area during the service of meals.• To supervise the return of empties and waste food.• To attend to minor accidents and report such to the appropriate person.• To supervise pupils in the playground or in the school during inclement weather, under the direction of the Deputy Head or Social Inclusion Manager



	<ul style="list-style-type: none"> • To report immediately, any untoward circumstances. • Such other duties, within the competence of the postholder, which may be required, from time to time.
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none"> • Undertake any training commensurate with the post. • Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. • Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>

Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications	<p>Experience of supervising children either as a parent or carer</p> <p>Good standard of literacy and numeracy First aid qualification (training will be provided)</p> <p>Understanding of basic issues of hygiene and child safety. Good communication skills with the ability to motivate a team</p> <p>Good interpersonal skills – able to deal with a variety of people, including students sensitively, empathetically and when necessary, assertively</p> <p>An interest in young people and the ability to engage with and motivate students</p> <p>Ability to communicate well with children.</p> <p>Good organisational skills</p>	<p>Experience of working with young people</p> <p>Experience of supervising other people</p> <p>Experience of organising/facilitating appropriate activities</p>	



Personal aptitude, qualities and skills	<p>Patient with the ability to be kind but firm</p> <p>Good sense of humour</p> <p>Ability to respond flexibly to changing demands</p> <p>Motivated and able to work on own initiative</p> <p>Ability to operate effectively as a member of a small team and to work and to contribute to a friendly working environment</p> <p>Ability to remain calm under pressure</p> <p>Loyal and dependable</p> <p>Ability to undertake all duties in line with the Trust's Equal Opportunities Policy.</p>		
--	---	--	--