



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Midday Supervisor
JOB PURPOSE	Cleaning and clearing of tables/trays and assisting the Academy Leadership Team in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school.
GRADE:	Band B
RESPONSIBLE TO:	Business Manager

MAIN DUTIES AND RESPONSIBILITIES

Supervision and control of pupils

- Ensuring the supervision of pupils at appropriate times
- organising the effective transfer or responsibilities for pupils' welfare between midday supervisory staff and teachers
- Ensuring that all minor problems and infringements of disciplinary rules are dealt with swiftly and effectively, reporting persistent unruly behaviour or more serious breaches of discipline to a senior member of the teaching staff by the process established in the School. Reporting any emergency or serious incident to the Head teacher or Deputy Headteacher immediately
- Seek prompt assistance for any accidents/incidents in accordance with established school procedures
- Ensuring that health and safety practices and procedures affecting pupils are maintained during the midday break
- Assisting where necessary in ensuring that persons on the premises who are not pupils or staff are authorised and appropriately dealt with (in accordance with guidance issued from time to time)
- Liaising with kitchen/dining room staff to ensure smooth meal service. Supervising and assisting pupils with their food where necessary. Supporting any school policies regarding meals provision.
- Setting up and clearing away tables in the dining room

Child protection

- To have due regard for safeguarding and promoting the welfare of pupils and to follow child protection procedures.

Promote Healthy Eating

- Actively promote the school meals service to pupils to increase awareness of healthy eating and the uptake of healthy school meals.



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General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications, Training and Competencies		
Relevant NVQ Level 2 or experience		Y
Experience		
Experience of communicating well at all levels.	Y	
Experience of working constructively as part of a team, understanding roles and responsibilities and own position within these.	Y	
Working with or caring for pupils of a relevant age		Y
Experience of communicating well at all levels.	Y	
Knowledge and Skills		
Awareness of practices and procedures within education relating to the welfare and safety of pupils		Y

Signed: _____ Date: _____

Print name: _____