

CHARTERS SCHOOL

JOB ACCOUNTABILITIES

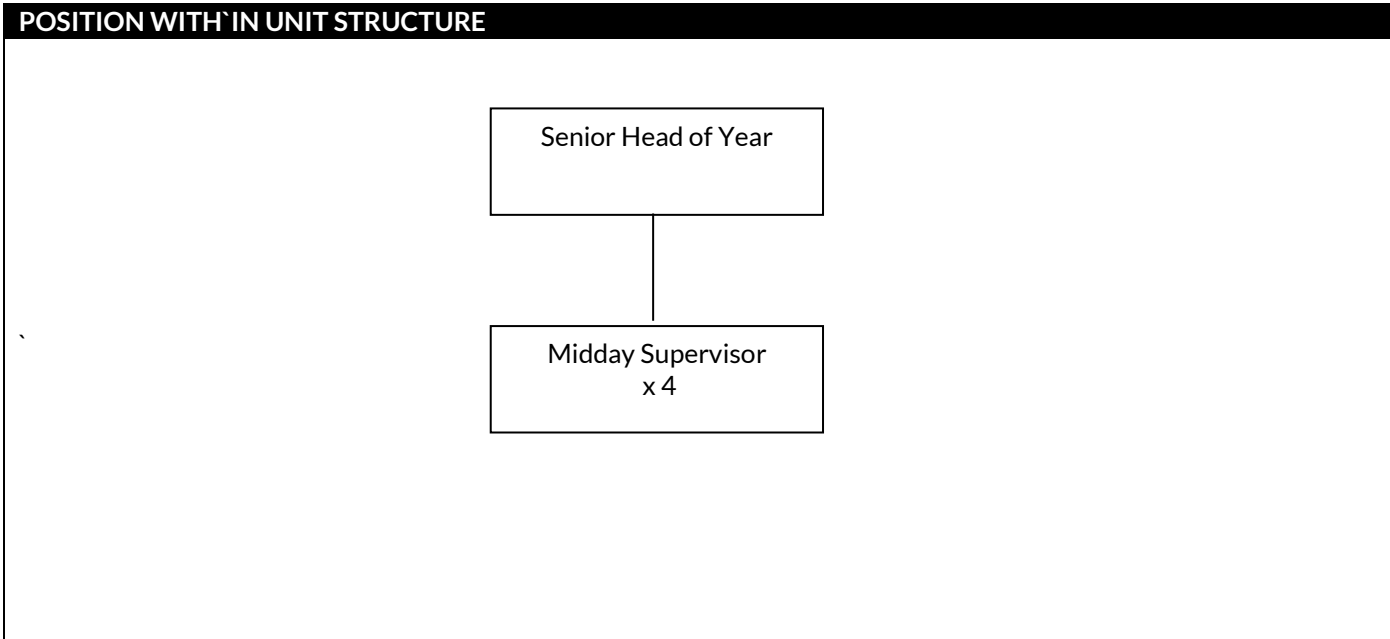
Job Title: Midday Supervisor

JOB PURPOSE

To assist in the supervision of students during the lunch and break periods in a safe and secure environment.

SCOPE OF JOB (Budgetary/resource control, impact)

Will supervise in the dining hall eating areas.
Direct contact with students and is expected to instruct students on their behaviour during the lunch and break periods.
Plays a key role in developing student social skills.
Required to help clear tables where necessary.
Will spend all the duty period on feet.
Other teaching or associate staff are also present to supervise students.



KNOWLEDGE, SKILLS & EXPERIENCE

Able to relate to students in a positive way through encouragement, support and empathy. Must demonstrate caring skills.

Able to work in a calm manner in a busy and sometimes noisy environment.

Basic First Aid knowledge desirable.

Develop specialist knowledge in children's behaviour/special needs e.g. autism etc.

Able to operate positively in a small team.

JOB ACCOUNTABILITIES

As part of a team, supervise students during the lunch and break periods so that all years get through the dining room in good time.

Prepare the dining area so that all students can be accommodated during the lunch period and ensure that the area is clean and tidy and returned to its normal state to enable it to be used during the afternoon session.

Ensure that students behave in accordance with the schools Behaviour Policy by identifying unacceptable behaviour and dealing with the individual. Serious misconduct should be reported to the senior member of staff on duty.

Ensure that students eat their lunch in an acceptable manner and that tables are left clean and tidy, this will involve encouraging good manners, monitoring eating habits/behaviour and reporting concerns to the appropriate teacher. Use the schools reward system to encourage good behaviour.

Patrol the dining area ensuring that students behave in an acceptable and safe manner. This will involve encouraging social interaction and reporting areas of concern to the appropriate teacher.

Perform light tidying duties in the form of litter picking within designated areas.

Maintain awareness of individual children's problems/needs so that any behavioural issues can be dealt with in an informed and appropriate way.

Deal with any emergencies including giving first aid in line with school operating guidelines.

Attend all statutory training required to work within a school.

Take part in the school appraisal process.

To be aware of and follow all relevant school policies and protocols.

All duties should be carried out with due regard to the school's Safeguarding, Health and Safety and other school policies and procedures. Remedial action should be taken where hazards are identified. Where hazards are serious report to line manager immediately.

Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the School will render the grade of the post liable for re-evaluation.

Post holder signature _____ Name _____ Date _____

Manager signature _____ Name _____ Date _____