



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

**Job Title:** Midday Supervisor

**Pay Scale:** NJC 3

**Location:** Manor Farm Academy

**Line Manager:** School Business Manager

**Job purpose:**

To supervise pupils during the lunch time period in a designated area having due regard at all times to their health, safety and welfare.

**Duties and Responsibilities:**

- To promote acceptable standards of behaviour in compliance with laid down procedures.
- To ensure that Health & Safety requirements are adhered to and appropriate systems and procedures are introduced and maintained.
- To support in the dinner hall, clearing, wiping down and moving tables and trays.
- To implement and promote the School policies and procedures relating to all areas of employment and service delivery.
- To support the healthy eating of students.
- Undertakes random patrol duties, inside the school or within the grounds, as necessary & encourages positive play during the lunch hour.
- To follow instructions regarding lunchtime arrangements at School
- To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures.
- To be responsible for dealing with accidents and/or problems of discipline during lunchtime.
- Provides information for recording purposes to the Head, Teaching staff, and support staff, e.g. regarding accidents, problems of discipline, etc.
- Maintains good order and discipline amongst children and pupils, safeguarding their health and safety.
- Assists children and pupils where necessary, escorting to dining area, escorting to classrooms where 1:1 support is required.
- Undertake a First Aid Qualification.

**Influencing and Managing Relationships:**

- Headteacher
- External agencies, such as sports coaches and behaviour mentors
- Parents and carers

- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

### Midday Supervisor Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>• A level of numeracy and literacy sufficient to carry out the duties of the post.</li> <li>• First Aid qualification or willingness to attend training.</li> <li>• Have attended or willing to attend Manual Handling course or equivalent.</li> </ul>	E E E	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Able to use own initiative</li> <li>• Able to work as part of a team and contribute towards its success</li> <li>• Able to prioritise own workload and work to deadlines</li> <li>• Able to exercise confidentiality when necessary</li> </ul>	E E E E	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children.</li> </ul>	E	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Have good interpersonal skills to communicate with children</li> <li>• Have a positive attitude to personal development and training</li> <li>• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>	E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> <li>• Willing and able to work outdoors in inclement weather conditions, i.e., hot or cold</li> <li>• Able to stand and walk around school grounds for 1-2 hours daily</li> </ul>	E E E	