

Believe Academy Trust	
POST TITLE: MIDDAY SUPERVISOR	GRADE: 1
RESPONSIBLE TO: HEADTEACHER	
DATE: JULY 2021	

Job Purpose:

To ensure the security, safety, wellbeing and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

Main Duties and Responsibilities:

1. To supervise pupils during the lunch period throughout the school premises, ensuring the safety, welfare, physical and mental well-being of pupils.
2. To promote good behaviour from pupils throughout the school, discouraging any negative behaviours and reporting any incidents to the relevant person in school, ensuring the school's behaviour policy is adhered to.
3. To ensure that the dining hall is ready for use at lunchtime and ensure it's clean and tidy at the end of lunchtime.
4. To ensure that all pupils who become ill or suffer any injury during the lunch time period are dealt with appropriately in accordance with the school policy.
5. To supervise the return of used crockery and cutlery by pupils, ensuring dining areas are left clean and tidy.
6. To organise the queues into the dining hall and ensure the pupils are calm and orderly.
7. To provide any assistance to pupils where required whilst eating their lunch and promote good table manners.
8. To clean up any spillages promptly.
9. To ensure that when classrooms are used during the lunch break to due poor weather, the children are quietly occupied and the classrooms are left tidy.
10. To arrange and supervise appropriate pay and physical activities under the direction of the senior leadership team.

11. Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities/grade of the post - subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms – and follow any necessary instructions from senior leadership team.

Other Information:

The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

PERSON SPECIFICATION

Skills / Experience	E= Essential D=Desirable	Tested by
Ability to communicate effectively and build positive relationships with children	E	Application / Interview
Ability to work as part of a team and also use own initiative	E	Application / Interview
Ability to deal with situations in a calm manner	E	Application / Interview
Ability to deal with challenging situation in relation to children's behaviour	E	Application / Interview
Ability to work flexibly and adapt approach dependent on various situations	E	Application / Interview
Previous experience of working with children	D	Application / Interview
Willing to undertake any training, deemed as necessary for the role	E	Interview
The ability to converse at ease with members of the public and provide advice/information in accurate spoken English	E	Interview