

# Job description

**Job title:** Senior Midday Supervisor  
**Job ref:** XS 2.3  
**School:**  
**Grade:** Dorset Grade 4 + 1 LMI\*  
**Reports to:** Headteacher or other nominated person

## Main job purpose

To ensure the safety, general welfare and conduct of pupils during the break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

The senior post acts as an important link between the team of Midday Supervisors and the Headteacher (or designated member of staff).

## Main responsibilities and duties

1. In consultation with the Headteacher (or designated member of staff) to organise, deploy and direct Midday Supervisors.
2. To act as the first point of contact for Midday Supervisors who are unable to attend work, to maintain relevant records and organise the allocation of duties accordingly.
3. To provide advice and support to Midday Supervisors and to liaise with the Headteacher/designated member of staff, as appropriate.
4. To ensure that Midday Supervisors comply with school practices and policies for the notification and recording of incidents.
5. To contribute in the supervision of pupils, pupil behaviour induction and training of newly appointed Midday Supervisors.

In addition to the specific duties of the senior Supervisor described above, the postholder will undertake appropriate duties as a member of the schools team of Lunchbreak Supervisors. These duties are set out below:

6. To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
7. To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
8. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
9. To maintain good order in dining areas.
10. To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
11. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
12. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
13. To assist in the setting up and removal of furniture where necessary.
14. To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
15. To report any unauthorised visitors on school premises.



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16. To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
17. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Special Schools

1. To prepare food as may be necessary (e.g. liquidising).
2. To feed children with significant and complex needs
3. To toilet children in midday period, as required.

## Knowledge & skills

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' needs is important.

## Supervision & management

Supervision of Midday Supervisors. *(Numbers will vary from school to school).*

## Key contacts & relationships

There is a high level of interaction with individual and groups of pupils.

To work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff.

## Decision making

The postholder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour.

The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgement within any guidelines and policies issued by the school.

The Senior Supervisor will be required to contribute to the management of the other midday supervisors

## Working environment

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

In some cases there may be a need to cope with verbal or physical aggression from pupils.

The post will also involve some supervisory duties being undertaken on the playground or other external spaces.

Approval			
Prepared by	Chris Matthews	Date	April 2019
Designation	Pay and Reward Manager		

**\*Where Labour Market Increments (LMI) apply these will be reviewed on a 3 yearly basis**

