

JOB DESCRIPTION

Job Title
Midday Supervisor
Salary Range
11-14 (Grade E)
Line Management
Up to 5 Employees (in some cases 6-15 employees)
Line Manager
Headteacher
Base Location
School
Purpose of Role
To lead a team of midday staff, monitoring pupils behaviour during the midday break
Key Accountabilities
<ul style="list-style-type: none"> • Line manage all midday staff • Oversee and manage duty rotas for midday supervision • Ensure and oversee the supervision of pupils during the midday break and respond to challenging behaviour as reported by other midday staff • Encourage pupils to select and eat healthy balanced meals • Oversee dining room supervision, ensuring that spillages of food or liquid during meal service are cleaned up, tables are wiped down and dining areas are cleaned between meals Plan and organise recreational and physical activities during the midday break • Report incidents in line with school policy • Liaise with colleagues on how to meet any individual pupil needs (e.g. SEN). • Ensure adequate first aid treatment is available during the midday break • Operate tills and take money / vouchers as meal payment • Undertake playground supervision • Manage a budget for provision of equipment and materials • Undertake similar work at other times, such as before and after school

Knowledge and Experience

- Knowledge and skills requirements equivalent to those set out in the qualification Supporting the Wider Curriculum in Schools
- Requires skills in working with children and young people and in supervising the work of others
- Requires knowledge of school procedures for supervision of midday meal service and organisation of playground activities. Knowledge for planning and managing the work of others.

Personal Qualities

- Can effectively communicate with pupils to encourage healthy eating, ensure safety and welfare of pupils and the management of good conduct of pupils.
- Has the ability to motivate others, such as Midday Assistants.
- Can make decisions within recognised procedures on the effective deployment of tasks, midday staff and management of incidents.
- Will be able to carry equipment and carry out cleaning duties.
- Has the ability to switch between tasks where work is regularly interrupted.
- Is able to work outside in most weather conditions.
- Tactful and discreet, with the ability to maintain confidentiality at all times.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- Plan and manage rotas, creating and developing recreational activities for break time.
- May carry out use of the till or handle small sums of cash.
- Assemble activity equipment.
- Effectively manage distressed pupils during the midday break, acting in accordance with the Schools Policy.
- Oversee pupils dining and play activities during the midday break, ensuring pupil safety.
- Responsible for management of a team of midday staff.
- Manage a small budget for the provision of equipment or materials.

- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.