

JOB DESCRIPTION

Post Title:	Casual Midday Supervisor (<i>Term time only</i>)
Responsible to:	Assistant Headteacher
Scale:	£12.27 per hour pro rata. Hours of work: 13:15 – 13:55 Monday to Friday term time only.

Main purpose of the Job

To be responsible for the supervision and control of students during lunch time. To support school behaviour management by supervising areas of the school during lunchtimes. The post holder will be responsible for the safety, welfare and good behaviour of pupils during lunchtime.

Summary of the main responsibilities and duties

- To supervise the students during the lunch break.
- To deal with incidents of unruly behaviour following the school behaviour policy.
- To take directions from the Senior Leadership Team.
- At the conclusion of the lunchtime period, report to the Senior Leadership Team on the general conduct of students, incidents of unruly behaviour and any disciplinary action deemed necessary.
- To attend training and other meetings as required.
- To abide by the school policies and procedures, including equality procedures.
- Ensuring Health and Safety and other school procedures are observed, reporting of accidents and taking actions as required.
- Ensure children leave the dining hall in a tidy condition by giving the necessary guidance to children in respect of cleaning plates, placing cutlery and crockery in trays provided and seating arrangement.
- Support the Leadership Team with evacuation procedures.
- Raise safeguarding concerns appropriately.
- To positively promote healthy, safe and considerate behaviour.
- To build appropriate relationships with pupils, providing a role model and leading by example.
- To proactively ensure pupil compliance with school's rules.
- To support other members of staff in managing pupil behaviour.
- Ability to demonstrate a flexible approach to work.
- Ability to offer reliability and punctuality.
- Ability to keep calm under pressure or during unexpected circumstances.
- Ability to demonstrate common sense and initiative.
- Ability to be firm but fair at all times.
- Ability to maintain confidentiality on all school matters
- Willingness to work in all weather conditions.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed suitable by the Senior Leadership Team.