

## JOB DESCRIPTION

<b>Post Title</b>	Middyay Supervisor – William Howard School
<b>Responsible To</b>	Middyay Supervision Team Leader & Learning Provision Manager
<b>Salary</b>	G3 A/B Actual Salary £2,621.46 - £2,673.86
<b>Hours</b>	6¼ hrs per week, 11.00-1.15 pm, term time only (38 weeks working)
<b>Start Date</b>	As soon as possible

## MIDDAY SUPERVISOR ACCOUNTABILITIES

- To ensure students are able to enjoy their break periods in a relaxed but controlled manner and they behave appropriately whilst on school premises during break periods.
- To ensure students are able to purchase and eat a midday meal or to eat a packed meal in an orderly way in the designated areas.
- To ensure eligible students are provided with the means of obtaining a free school meal
- To ensure students respect each other and their environment during their break periods.
- To ensure students are evacuated in an orderly fashion during any Fire Drill/Alarm or similar circumstance.
- To ensure appropriate First Aid action is taken in the event of a student suffering an accident.
- To ensure Behavioural/pastoral/discipline problems are communicated to the relevant Student Manager/Director of Learning (via the Team Leader).

## KEY ACTIVITIES:

Together with other members of the midday supervisory team:

- To ensure good behaviour of students in all areas of the school and to encourage constructive activities during break periods.
- To ensure the efficient issue of free meal tokens, orderly queues and a high level of courtesy/manners in the dining room.
- To be involved in the education of students to minimise the amount of litter discarded on school premises during break periods.
- To operate under the jurisdiction of the team leader.
- To report incidents and patterns of behaviour to the team leader.
- To be aware of First Aid and Fire Drill procedures and implement when appropriate.
- To be available at the beginning and end of each session for brief staff training and discussion as necessary.
- To ensure that students use the “open” parts of the building in a responsible way and are not using “closed” parts of the building before 1.05 pm.
- To take initiative and move from one area of duty to another as the situation demands.
- To actively build positive professional relationships with students

## GENERAL:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend Staff Briefings/Meetings where appropriate.
- Participate in training and other learning activities and appraisal.
- Other duties as required in support of the school within the scope of this post.

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.

## PERSON SPECIFICATION

This Person Specification has been drawn up to illustrate the skills and aptitudes the post holder should possess.

<b>Desirable</b>
<b><i>Experience and skills</i></b>
<ul style="list-style-type: none"><li>• Must be well organised, able to work independently and with confidence.</li></ul>
<ul style="list-style-type: none"><li>• Must be able to work with co-operation as part of a team.</li></ul>
<ul style="list-style-type: none"><li>• Must be able to communicate effectively with teaching staff, colleagues and students.</li></ul>
<ul style="list-style-type: none"><li>• Must be able to demonstrate tact, sensitivity and absolute respect for the confidentiality of information gained as a result to working at the school.</li></ul>
<ul style="list-style-type: none"><li>• Excellent customer care and good "people skills" are required in order to deal courteously and efficiently with students, staff and visitors to ensure customer care and satisfaction.</li></ul>
<ul style="list-style-type: none"><li>• Candidates should have good inter-personal skills and be able to communicate effectively with a wide range of people. You must be able to combine diplomacy and assertiveness sufficiently well to manage the demands of the post.</li></ul>
<ul style="list-style-type: none"><li>• Candidates should have a mature, sensible outlook and attitude in order to deal with all situations in a calm, pleasant and caring manner.</li></ul>