


<b>Job Description</b>			
<b>Title</b> SENIOR MIDDAY SUPERVISOR Grade 2	<b>School:</b> WILLIAM LILLEY INFANT & NURSERY SCHOOL	<b>Post Ref</b> <b>Add Ref</b> Profile Midday 3	
<b>Job Purpose</b> Assisting the Headteacher in securing the safety and welfare of pupils during the midday break, breakfast & after school club. This will involve effective supervision of pupils in and about the premises and site(s) of the school and leading a team of Midday Supervisors.			
<b>Key Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. To lead, organise and supervise the Midday Supervisor throughout the midday break</li> <li>2. Assisting in any School based training activities for Midday Supervisors</li> <li>3. Liaise with the Cook Supervisor for the smooth service of the meal</li> <li>4. Deal with children's behaviour problems and report persistent unruly behaviour and any serious incidents to the Head Teacher or senior member of staff</li> <li>5. Deal with accidents and report, on the form provided, and notify the Head Teacher in cases of illness and accidents as soon as possible that day</li> <li>6. Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining</li> <li>7. Ensure that the overall arrangement for students to dine promotes an orderly and pleasant meals service</li> <li>8. Supervise return of used crockery and cutlery by the children</li> <li>9. Ensure that dining areas are left clean and tidy</li> <li>10. Ensure that tables are left clean for the next occupant</li> <li>11. Arrange supervision to allow movement amongst the children within the area covered</li> <li>12. Minimise the likelihood of children hurting themselves, others or damaging property</li> <li>13. Supervising pupils in classrooms during bad weather</li> <li>14. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li> <li>15. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures</li> <li>16. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team</li> <li>17. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school</li> </ol>			

**Person Specification****Education and Knowledge**

Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g. supervision & organisation of staff, supervision & support of children in dining area and playground, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons, awareness of basic health & safety and first aid procedures, fire evacuation procedures.

**Experience****Personal skills and general competencies**