



Support Staff Job Profile - 2017

Name :	
Job Role :	Midday Supervisor
Contract :	5 Hrs pw 38 weeks per year
Grade :	Grade 1
Line manager :	Senior Midday supervisor
Purpose :	<p>Each Midday Supervisory Assistant will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Supervisory Assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.</p> <p>The main areas of work responsibility will be the dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.</p> <p>The Midday Supervisory Assistant must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Midday Supervisor or the Principal.</p>
Requirements of the Role	
Knowledge, Skills, Experience	<ul style="list-style-type: none"> • Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g. supervision & support of pupils in the dining & play area, provision of care to pupils requiring feeding, toileting and changing clothing, cleaning up food spillages, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons, use of specialist equipment, awareness of moving and handling pupils.
Mental skills and Demands	<ul style="list-style-type: none"> • Some basic assessment of the factors with regard to a range of problems or issues may be necessary before deciding on the best cause of action e.g. to deal with behaviour problems and report persistent bad behaviour to the appropriate Team Leader,

	<p>organise day to day rotas for Midday Supervisors and accommodating for staff absences.</p> <ul style="list-style-type: none"> • Duties require typically medium periods of concentration (1-2 hours) some work-related pressure from interruptions to planned work e.g. sensory awareness of challenging behaviour/actions of pupils, writing incident reports, completing the accident book when necessary
Interpersonal/ Communication Skills and Emotional Demands	<ul style="list-style-type: none"> • Communicating with a wide range of staff and pupils to provide care, advice, guidance or instruction possibly on a range of options to inform choice e.g. providing practical support and guidance to meet individuals needs of pupils in eating, drinking, toileting, health & behaviour, actively engage with pupils and encourage positive participation, provide support to an individual pupil or to small groups. • Duties are unlikely to require the job holder to deal with individuals whose circumstances may leave them feeling upset, aggrieved, or angry and which will not cause any ongoing distress to the post holder e.g. dealing with those who have physical or mental impairments, or are suffering from serious illness or to deal with either distressing or disturbing subject matter.
Initiative and Independence	<ul style="list-style-type: none"> • Some initiative is required to deal with identifiable/routine issues e.g. dealing with sickness, toileting problems and providing basic first aid to pupils, identifying non-routine pupil behaviour & reporting as appropriate. Supervisory support is available when areas of difficulty are faced.
Responsibility for, and Supervision of, People	<ul style="list-style-type: none"> • Provision of security, safety and well- being of pupils in the school • Job holder has no direct responsibility for the supervision of other employees. Occasional demonstration of own duties or similar assistance to new staff may be given as necessary.
Resource Management	<ul style="list-style-type: none"> • Job holder has no direct responsibility for financial resources. The handling of small amounts of cash/cheques or equivalent may be necessary or the receipt of the same to pass to others to action e.g. handling dinner tokens. • The job involves some direct responsibility for physical resources. The work regularly involves handling and processing of manual or computerised information, where care, accuracy, confidentiality and security are important.
Working Environment	<ul style="list-style-type: none"> • Duties are largely office based or equivalent where exposure to either unpleasant working conditions or unpleasant people related behaviour is unlikely or infrequent.
Personal Contribution to Academy Life	<ul style="list-style-type: none"> • All employees will be expected to comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job profile • All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to follow the Academy's policy on Professional Conduct • All employees are expected to take responsibility for their professional development, keeping up-to-date with developments in education and meeting their Performance Management objectives • The Principal will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable

	access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
Specific Duties	
Supervision of dining areas	<ul style="list-style-type: none"> • Control queues to dining areas. • Where required, mark registers, issue and collect tokens. (This will apply where the children entitled to free meals are issued with tokens on entry to the dining room). • See that the overall arrangement for children to dine promotes an orderly and pleasant meals service. • Assist as required to relieve any 'bottle neck' at the cash till. • See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required. • See that trays are not left in dangerous positions, and are wiped where necessary. • Supervise return of used crockery and cutlery by the children. • Ensure the pupils leave the tables clean for next occupant. • See that dining areas are left clean and tidy.
Supervision outside dining areas	<ul style="list-style-type: none"> • Arrange your supervision so you move around amongst the children within the area you are covering. • Ensure acceptable standards of behaviour are maintained. • Try to avoid children hurting themselves or damaging property.
Other Responsibilities	<ul style="list-style-type: none"> • Midday Supervisors may be requested to patrol corridors during lesson time and to unlock/lock toilets before/after break and lunchtime • To safeguard and promote the welfare of children.

Signed

Date