

**WINCHELSEA SCHOOL**  
**JOB DESCRIPTION**

|                  |                               |
|------------------|-------------------------------|
| Job Title:       | <b>Lead Midday Supervisor</b> |
| Job Reference:   | <b>SCH017</b>                 |
| Salary Grade:    | <b>D</b>                      |
| Responsible to:  | <b>Deputy Headteacher</b>     |
| Responsible for: | <b>N/A</b>                    |

**Main Job Purpose**

- 1) Lead and manage the lunch time organisation and staff deployment. This includes management of our hot meals provision on both main site and satellites.
- 2) Act as an important link between the team of Midday Supervising Assistants, Hot Meals Servers, Play Leaders and the Head Teacher (or designated member of staff).
- 3) Support and act as a lead reference point for the Midday Supervising Assistants, Hot Meals Servers, and Play Leaders with regard to behaviour management during the lunchtime period.
- 4) Lead and manage the safety, general welfare and conduct of pupils during the midday break period.
- 5) To communicate whole school matters to the Midday Supervising Assistants, Hot Meals Servers and Play Leaders on behalf of the Head Teacher.

**Main Responsibilities and Duties**

- 1) Manage lunch time organisation and staff deployment. This includes management of our hot meals provision. Manage orderly, safe, hygienic and educational arrangements for pupils during the lunch period.
- 2) Organise and control the deployment of Midday Supervising Assistants, Hot Meals Servers and Play Leaders. Set systems and manage the provision of hot school meals.
- 3) Report staff absences and organise cover as applicable for both main site and satellites.

- 4) Ensure that the behaviour of the children is monitored at all times, in conjunction with the school's policy on discipline and behaviour. Refer to the Headteacher where necessary.
- 5) Ensure that satisfactory arrangements have been made to cope with any serious incidents that may arise during the lunch break, and report these to the Headteacher as soon as possible.
- 6) Ensure that lunch periods are purposeful and creative play is encouraged.
- 7) Contribute to the supervision of pupils, pupil behaviour induction and training of newly appointed Midday Supervising Assistants, Hot Meals Servers and Play Leaders.
- 8) Support the school's first aid procedures by reporting any and every accident/injury to the identified First Aider who will record the incident.
- 9) To ensure that Midday Supervising Assistants, Hot Meals Servers and Play Leaders are accessible to the children in the area of the school allocated to supervise, circulating throughout that area of the playing areas or classrooms and also taking up viewing positions that allow maximum visibility of the playing areas or classrooms.
- 10) Complete any necessary documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- 11) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all the teaching areas and taking appropriate action should the need arise.
- 12) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- 13) Support the school's health and safety procedures by informing the school office of any hazardous and potentially hazardous situations observed during the period of duty.
- 14) Ensure that children return to their work area at the end of the lunchtime period.
- 15) Ensure that children do not leave the school without permission confirmed by the school office.
- 16) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 17) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal

Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

- 18) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

### **Supervision and Management of People**

- 1) Lead and manage the Midday Supervising Assistants, Hot Meals Servers and Play Leaders team in respect of effective deployment.
- 2) Assist Midday Supervising Assistants, Hot Meals Servers and Play Leaders with pupil behaviour.
- 3) Responsibility for ensuring the supervision of pupils is appropriate.
- 4) Responsibility for appraisals and disciplinary matters as deemed applicable by the headteacher.
- 5) Excellent understanding of Child Safeguarding issues.

### **Knowledge and Skills**

- 1) No formal qualifications or previous experience required, but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils and a sensitivity to pupils' needs is important.
- 2) Good supervisory skills necessary.
- 3) Ability to manage pupil behaviour.
- 4) Knowledge of appropriate school policies and procedures.

### **Creativity and Innovation**

- 1) The postholder will follow school procedures, but may need occasional creative skills to deal with routine problems.
- 2) The post holder will need to be able to effect behaviour management strategies. This is to assist Midday Supervising Assistants in dealing with particularly difficult behaviour or resolving problems.

### **Contacts and Relationships**

- 1) There is a high level of interaction with individual and groups of pupils.



Winchelsea School

- 2) The post holder will work as a co-operative member of the team of Midday Supervising Assistants, liaising as necessary with other school staff.

### **Decisions**

- 1) The post holder will have some limited discretion to make decisions within an agreed framework of established alternatives.
- 2) The post holder will be required to contribute to the management of the other Midday Supervising Assistants.

### **Resources**

- 1) The post has little or no responsibility for physical or financial resources.

### **Work Environment**

- 1) The post may require moderate physical effort, as some movement of furniture may be required.
- 2) The post holder may be required to work outside in moderately adverse conditions.
- 3) The post holder will be expected to deal with challenging behaviour from pupils and may be required to attend to pupils with sickness and/or toileting problems.

**PERSON SPECIFICATION**

|                |                                   |
|----------------|-----------------------------------|
| Job Title:     | <b>Supervisor of midday staff</b> |
| Job Reference: | <b>SCH017</b>                     |

| <b>ATTRIBUTES</b>                    | <b>CRITERIA</b>   | <b>METHOD OF ASSESSMENT</b>                                |
|--------------------------------------|---|--|
| <b>Experience</b>                    | <ul style="list-style-type: none"> <li>• Experience in supervising children in a school environment</li> <li>• Experience of supervising staff</li> </ul>   | Application form<br>Interview<br>References                |
| <b>Qualifications &amp; Training</b> | <ul style="list-style-type: none"> <li>• GCSE level or equivalent qualifications or experience</li> <li>• Knowledge of first aid procedures would be helpful</li> </ul>   | Application form<br>Certificates<br>Interview              |
| <b>Aptitudes and Abilities</b>       | <ul style="list-style-type: none"> <li>• Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs</li> <li>• Good supervisory skills</li> <li>• Good interpersonal skills</li> <li>• Discretion and sensitivity</li> <li>• Ability to work under own initiative</li> <li>• Ability to manage some challenging behaviour from pupils</li> <li>• Effective behaviour management strategies to support Midday Supervising Assistants in dealing with difficult behaviour or resolving problems</li> <li>• Ability to handle confidential information with discretion</li> </ul> | Application form<br>Interview<br>References                |
| <b>Knowledge</b>                     | <ul style="list-style-type: none"> <li>• Knowledge of school's behaviour and management policy and procedures</li> <li>• Knowledge of school's fire and emergency procedures</li> <li>• Knowledge of Child Safeguarding procedures</li> </ul>   | Application form<br>Interview<br>References                |
| <b>Attitude / Motivation</b>         | <ul style="list-style-type: none"> <li>• Self motivated</li> <li>• Team player</li> </ul>   | Application form<br>Interview<br>References                |
| <b>Other Factors</b>                 | <ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced DBS check</li> </ul>   | Application form<br>Interview<br>References<br>DBS process |