

JOB DESCRIPTION

SCHOOL: Generic

GRADE: G3

JEM Reference No: 01-108

Enhanced DBS Required? Yes

JOB TITLE: Senior Midday Supervisor 1 (Supervise 1-5 staff)

REPORTS TO: Headteacher/Midday Controller (or other designated member of staff)

1. PURPOSE OF JOB:

To be responsible to the Headteacher directly, or through line manager or other designated officer, for the supervision of children and the Midday Supervisory Assistants throughout the midday break.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

- i To supervise the children in all areas of the school, during the meal in order to ensure that a good atmosphere is maintained, in play areas, corridors, cloakrooms, toilets, classrooms etc. ensuring that health and safety and school regulations are enforced.
- ii Assist the Midday Controller with the organization and supervision of the Midday Supervisory Assistants.
- iii Oversee and assist with, supervising the movement of children between classrooms, supervision of queues waiting to enter dining room, distribution of meals and service of water, clearing tables and collection of wrappings etc, all other manual duties undertaken by midday supervisory assistants.
- iv Deal with minor problems of discipline and accidents; report any serious incidents to the Midday Controller, or the Headteacher as soon as possible.

3. MANAGEMENT OF PEOPLE

SUPERVISION OF PEOPLE

Supervision of Midday Supervisory Staff.

4. CREATIVITY AND INNOVATION

Work is mainly governed by set procedures requiring occasional creative skills in dealing with routine problems.

5. CONTACTS AND RELATIONSHIPS

	Daily interaction with Headteacher, staff and pupils on well established matters, dealing with issues where the outcome may not always be straightforward
6.	DECISIONS
	a)Discretion Work is within clearly defined rules and procedures, decisions are made from a range of established alternatives
	b)Consequences Impact on lunch time activities leading to disruption, this could be easily identified and quickly remedied
7.	RESOURCES Little or not responsibility for physical resources e.g. children's personal possessions
8.	WORK ENVIRONMENT
	a) Work Demands Interruptions are intrinsic to the role but cause no major change to the overall task
	b) Physical Demands Minimal amount of moving and handling, possibly helping a child with lunch, cutlery, plates etc. May be required to move furniture.
	c) Working Conditions Subject to a moderate amount of noise level which is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school building environment, sometimes in school grounds.
	d) Work Context Regular contact with pupils; the postholder may have limited exposure to abuse/aggression from pupils, parents and carers.
9.	KNOWLEDGE AND SKILLS Experience of staff supervision. Experience of active supervision of large numbers of children necessary to ensure conduct and safety of pupils throughout school premises and grounds with other midday supervisory staff.
10	GENERAL
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
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