

ELTHAM CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION

Title: Senior Mid-day Supervisor – Scale 5

Section: MDS

Hours: Two hours per day [11:45 – 13:45]
5 days per week 38 weeks per year

Reports to: Deputy Headteacher

MAIN PURPOSE OF THE JOB

The Senior Midday Supervisor is responsible to the Head Teacher for the effective supervision of the school's pupils in and about the premises and site(s) of the school during the midday break. The post will lead and be responsible for a team of Midday Supervisors.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

Essential Requirements

- Must be willing to work within the school's organisational procedures and processes
- Must display a commitment to the protection and safeguarding of children
- Must value and respect the views and needs of children
- Must comply with the school's Confidentiality Policy

Main Duties and Responsibilities

- Receiving direction and guidance from the Head Teacher on the supervisory and welfare needs of pupils and applying these in accordance with the particular needs of the school during the midday break.
- Allocating instructions and duties to Midday Supervisors for their work and organising and having oversight of their duties.
- Liaising with the school office to ensure any staff absences are covered by 'bank' staff
- Assisting where necessary in ensuring that persons on the premises, who are not pupils, are authorised and appropriately dealt with in accordance with guidance issued by the School.
- Exercising general responsibility for the behaviour of children during the midday break and liaising with the class teachers to ensure that information is shared effectively.
- Ensuring that Health & Safety practices and procedures affecting pupils are maintained during the midday break.
- Managing cases of unruly or unsocial behaviour by pupils, whether encountered personally or referred by Midday Supervisors.
- Liaising with the kitchen manager in relation to the service of the school meal and giving support to the Council's policies on meal provision.

General

- To undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.