



Job Description Midday Supervisor

The Futures Trust and Keresley Newland Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Headteacher
Grade	Grade 1 (£9.25 - £9.43ph)
Hours	6.25 hours per week Term time only (39 weeks per year)
Location	Based at Keresley Newland Primary Academy

Job Purpose

To be responsible for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with the procedures and practices of the School, and under the direction of the Headteacher and in close co-operation with the Senior Midday Supervisor.

Key requirements

At Keresley Newland Primary Academy, we require all Midday Supervisors to have a very positive attitude to the safety, security and wellbeing of all our children at all times, and to be able to recognise when to act on and report any concerns. We expect Midday Supervisors to treat all children with respect, promoting positive behaviour and good manners at all times, and to deal with concerns in a calm, firm but fair manner. Where Midday Supervisors become aware of confidential information relating to pupils whilst carrying out their role, they must maintain confidentiality in accordance with the School's policies and procedures.

Duties and responsibilities

- Supervise pupils in the dining hall, playground areas and School premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Headteacher.
- Report any information or concerns regarding the safety of any child sensitively and professionally in accordance with the School's Safeguarding and Child Protection Policy.
- Communicate and cooperate effectively with other members of School staff to ensure the constant safety and security of all children
- Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
- Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
- Assist very young or less able pupils in developing eating skills.



- Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
- Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the Headteacher or nominee informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
- Follow fire and evacuation procedures, and check pupils are safe.
- Put away tables and chairs.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Midday Supervisor are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to

act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Nicola Penlington, Headteacher
Date: September 2021