



Job Title:	Midday Supervisor
Hours of work:	7.5 hours per week (typically 1.30pm to 3.00pm), term time only
Grade:	Scale 1
Salary:	£ 12.65 per hour

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Main purpose of the role:

The Midday Supervisor will supervise pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in the lunch area and playground/playing fields
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the pastoral team and logging as a safeguarding concern
- Monitor pupils that aren't engaging in play and feedback any concerns
- Encourage social skills and good table manners, ensuring that students tidy and clear up in a satisfactory manner

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages promptly

Health and safety

- Ensure you are wearing your red tabard and have your walkie talkie with you at all times
- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical or dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Help to resolve issues between pupils' activities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & safety, confidentiality and GDPR, reporting all concerns to the appropriate designated member of staff
- Keep up to date with the latest safeguarding developments and attend relevant safeguarding training as required

Other areas of responsibility

- Litter pick after the lunch break has finished
- Ad hoc light cleaning where necessary
- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Promote, support and facilitate inclusion
- Have proper and professional regard for the Catholic ethos, policies and practices of the college, and maintain high standards of attendance and punctuality

Notes

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Signed:

Date: