

**Post title:** Midday supervisor  
**Pay range:** NJE Grade 1 (1-2)  
**Line manager:** Senior midday supervisor



### Main purpose of the job

- A midday supervisor will be part of a team that is responsible for supervising 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



*"A dedicated team of staff, coordinated by the designated safeguarding leader, supports vulnerable pupils. These staff work with determination and sensitivity"*  
**OFSTED MAY 2018**

### Duties and Responsibilities

#### Supervision

- Supervise students during the lunch break
- Report any concerns in line with the school's policies and procedures
- Take necessary action to minimise disruption, in line with the school's behaviour policy
- Ensure students are being responsible
- Manage students' entrance and exit from the lunch area, in the outdoor areas and back to classrooms

#### Health and safety

- Observe students in 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/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

#### Professional development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress, attainment and wellbeing, and responding to advice and feedback from colleagues
- Be responsible for improving your practice through training and development opportunities identified by the school, or as developed as an outcome of your professional targets
- Participate in training, learning activities and professional development

---

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

**This post is subject to an enhanced DBS criminal record check and an online search**

## Person Specification – Midday Supervisor

	Essential	Desirable
<b>Qualifications and Training</b>		
First aid training		✓
<b>Experience</b>		
High quality communication with pupils of all abilities	✓	
Suitable experience in working with, and supporting the needs of, young people	✓	
Working in a team	✓	
Experience working in a school environment		✓
<b>Personal Qualities</b>		
Highly motivated, self-reliant and well organised	✓	
High standards of professionalism, confidentiality and personal presentation, with an excellent record of attendance and punctuality	✓	
Co-operative and positive	✓	
Adaptable, open to change, and willing to take on challenges with enthusiasm	✓	
Willing to undertake additional duties as and when required to ensure the smooth running of the school	✓	
Commitment to supporting and understanding pupil needs	✓	
<b>Skills and Abilities</b>		
Excellent interpersonal skills to ensure professional and supportive relationships and teamwork are developed	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Good creative positive approach to solving challenges	✓	
Ability to manage pupil behaviour calmly, proactively and with the needs of the child in mind	✓	
Excellent communication skills	✓	
Awareness of safeguarding issues	✓	
<b>Equal Opportunities</b>		
Understanding of different social backgrounds of pupils	✓	
Full commitment to community cohesion and inclusion	✓	

