THE CROSSLEY HEATH SCHOOL

Job Title: **Midday Supervisor**
Grade: **Scale 1c**
Status/Hours: **Part Time, Term Time Only**
Line Manager: **Team Leader**

Strategic Purpose

To ensure the security and care of the students of the school and to promote their social development during the lunch time period

Operational Responsibilities

To supervise students, during the lunch period, in the dining hall, outdoor areas, school premises and the Moor ensuring the safety, welfare, physical and mental well-being of students and the maintenance of good order and discipline.

To monitor the behaviour of students discouraging in a positive way any anti-social behaviour and reporting any incidents to the Line Manager as appropriate.

To ensure the safety and well-being of students, providing emotional support where necessary.

To ensure that all students who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

The Moor

A duty team reflective jacket should be worn and should you be required to help supervise students on the moor you should ensure that:

Students keep within the designated area.

Prevent students from partaking in activities that my cause harm.

Pay special attention to overly large groups or groups containing students from significantly different year groups. Refer to the senior member of staff on duty to intervene where appropriate.

Refer injured students to a first aider in school (Victoria Hughes in the first instance) for minor injuries or help summoned from school reception from more serious injuries.

If supervisors feel that student safety is in anyway compromised, they should immediately bring students off the Moor and back into school and inform the Head Teacher who will decide if further action is required.

Encourage students to return to school when the senior leader calls 'time' and ensure that litter is removed by students and placed in bins/black bags.

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Dining Hall

To ensure good behaviour and a calm atmosphere in the dining and sandwich rooms. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report incidents as appropriate to the Line Manager.

School Premises (inside the building)

To supervise students on the school premises in the hall, classrooms, on stairs and through corridors when they are not allowed outside because of inclement weather. Students are restricted to A and B floors. Students should never be unsupervised in a Science Lab.

To ensure that, when classrooms are used during the midday break students are quietly occupied and the classroom is left tidy, ready for afternoon school. Any damage should be reported to Line Manager or Maintenance.

To check toilet areas regularly throughout the lunchtime period.

To report any issues to their Line Manager.

School Premises (outside the building)

To supervise and control entrance and exit to school premises by students during the lunch break. Note any strangers who may enter the school grounds and report any concerns immediately to the senior member of staff on duty.

Any other duties as reasonably requested by the Head Teacher and consistent with the overall level, nature and grading of the post.

Signed…… Name…… Date ……

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
4. All staff participate in the school's appraisal scheme.

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post.