**THE CROSSLEY HEATH SCHOOL**

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

**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.

**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.

**The Moor**

A duty team reflective jacket should be worn and at least one member of the team should carry a mobile or walkie-talkie.

Supervisors should ensure that students keep within in the designated area.

Students should be prevented from partaking in activities that may cause harm.

Special attention should be paid 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.

Injured students should be referred to a first aider in school (Stuart Taylforth in the first instance) for minor injuries or help summoned from school reception for more serious injuries.

Students are to be discouraged from interacting with members of the public beyond basic courtesy and consideration. Where interaction occurs the senior member of staff on duty should intervene if appropriate and move the students away.

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.

Supervisors should remind students to return to school 5 minutes before the end of the lunchtime period and ensure that litter is removed by students and placed in bins/black bags.

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

Signed: Date:

Updated September 2018

**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.