

JOB DESCRIPTION

SCHOOL: Gosforth Junior High Academy

POST TITLE: Midday Supervisor

GRADE N2

RESPONSIBLE TO: Senior Midday Supervisor

JOB PURPOSE: Responsible to the Head Teacher and to ensure the safety and welfare of pupils on the school site during the mid-day break, and for the safe conduct of pupils leaving and arriving at the school at the commencement and near the end of the mid-day break.

MAIN DUTIES: The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Supervision of pupils taking a school meal as well as other pupils on site during the mid-day break.
2. Liaise with kitchen staff to ensure that pupils with special dietary needs are provided with the correct meal.
3. Maintaining discipline throughout the lunchtimes break in accordance with guidance given by the Head Teacher and to report back accordingly.
4. Ensuring that an accurate record of incidents is maintained using appropriate procedures, such as incident book or accident book, in order to fulfil the LEA's legal obligations.
5. The supervision of pupils returning to the premises at the end of the mid-day break.
6. To promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.
7. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.

JOB PROFILE - MID DAY SUPERVISOR**(E174)**

FACTOR	LEVEL	DESCRIPTION
Knowledge	3	The job holder needs knowledge of the authority's relevant procedures or practices relating to a range of different tasks, some of which singly or in combination are relatively complex. He/she requires detailed knowledge of some of the policies covering his/her areas of responsibility, eg School Behavioural Policy to deal appropriately with pupils misbehaving.
Mental Skills	3	The job holder is regularly faced with problems or situations which he/she must resolve personally and on occasions this cannot be done simply by applying existing rules, procedures or instructions. The job involves developing plans for future actions activities or events - mainly in connection with staffing arrangements.
Interpersonal Skills	4	The job holder has direct contact with individual clients in welfare situations during which he/she has to exercise caring or training skills. He/she is regularly required to motivate and/or train other members of staff. The job regularly requires advisory, guiding, negotiating and/or persuasive skills in relation to both staff and pupils.
Physical Skills	1	The ability to apply particular physical skills is required for some of the tasks in this job, e.g. some keyboard work.
Initiative and Independence	3	There are recognised laid down procedures covering all the main activities, tasks and duties of this job. The job holder is expected to handle any unexpected problems or situations which arise.
Physical Demands	3	This job requires the job holder to stand or walk for over 80% of the working day or shift. Lifting/carrying is also a feature requiring a modest level of effort.
Mental Demands	3	Enhanced mental attention is required to ensure that the tasks and pupils of this job are carried out

		correctly. Working to deadlines is a feature of the job on a daily basis. Unavoidable interruptions occur frequently.
Emotional Demands	3	The job involves direct contact both in person and by telephone with pupils whose personal circumstances or behaviour could place emotional demands on the job holder.
FACTOR	LEVEL	DESCRIPTION
Responsibility for People	2	The job holder has a direct impact on the wellbeing of individuals or groups of people through the provision of a service to them. Some of these people are reliant on the job holder for their care/welfare.
Responsibility for Supervision	3	The job holder is required to supervise Supervisory Assistants including the organisation, evaluation and appraisal of them. These are all in the same workplace.
Responsibility for Financial Resources	1	The job holder has no direct responsibility for nor related to any financial resources.
Responsibility for Physical Resources	2	Responsible for manual and computer information which he/she personally provides.
Working Conditions	2	Occasionally has to work outdoors but regular exposure to disagreeable, unpleasant or hazardous situations eg noisy dinner hall. Serious verbal abuse, aggression and other anti social behaviour from pupils and parents is an unavoidable feature of this job.