

GREAT HEIGHTS ACADEMY TRUST

JOB DESCRIPTION

POST TITLE: Midday Supervisor

HOURS OF WORK: 5 hours per week - term time only

PAY GRADE: Scale 1b

JOB PURPOSE: To supervise pupils during the mid-day period, ensure that all pupils are supervised in all areas of the school.

RESPONSIBLE TO: Principal

Duties and Responsibilities

- To supervise pupils and to ensure that school premises and grounds are supervised in a manner acceptable to the Principal.
- To supervise cloakroom areas and check washing of hands, toileting of children.
- Supervise children in the dining area and other areas of school
- Ensure that children are encouraged to try the food, use cutlery correctly, and observe table manners.
- Ensure that any spillage is wiped up immediately.
- To ensure that the Health and Safety is observed at all times.
- Supervise cleaning of tables and stacking of crockery and cutlery and scraping of plates.
- Ensure that children are appropriately dressed for the weather conditions.
- Circulate in the playground and any other area designated to you.
- Participate in training
- Be responsible for all children in care
- Read and follow policies in school including safeguarding and behaviour
- Gain an awareness of food intolerance and medical needs and act accordingly
- Organise games and activities for groups of children
- Supervise children and be a positive role model
- Inclement weather. Ensure that for these periods, you are aware of the areas available and for which children you are responsible.
- To report all accidents and incidents to the correct person, complete accident forms and safeguarding log.
- To be aware of the terms of employment.
- Be a good team member
- To be an ambassador for West Vale Academy

The postholder will:

- Contribute to the overall ethos and aims of the school
- Be aware of and comply with all school policies and procedures
- Follow direction to complete other reasonable duties that are relevant to the role.