

JOB DESCRIPTION

POST TITLE: Senior Midday Supervisor (Ridgeway Primary Academy)

GRADE: Band 4

RESPONSIBLE TO: Head of School

Overall Objectives of the Post

To lead supervision of children throughout the lunchtime break, overseeing the support of positive behaviour during this time. To supervise other Supervisory Assistants. To lead development and implementation of playground games and other activities during lunchtime.

Key Tasks of the Post

You will achieve these objectives by:

- Supervising all Supervisory Assistants.
- Ensuring that lunch timetables are followed to support the efficient running of lunchtimes.
- Promoting cleanliness throughout lunchtime with children.
- Training children to use the cutlery correctly and to observe table manners.
- Identifying and helping children who have difficulties eating independently.
- Ensuring that pupils having a school or packed lunch are in the dining hall at the correct time.
- Working with the kitchen staff and senior leaders to ensure the efficient delivery of food to the children.
- Dealing immediately with any hazards which could cause an accident in the dining hall.
- Overseeing supervision of the children at play, patrolling the yard/field.
- Leading on behavior management and sanctions during lunchtime. Informing senior leaders of concerns about unacceptable behaviour.
- Feeding back to senior leaders on a weekly basis.
- Supporting the “School Buddy” system during lunchtime.
- Displaying commitment to the protection and safeguarding of children.
- Leading on First Aid and ensuring staff are appropriately prepared.
- Ensuring all accident forms are completed accurately.
- Attending any training courses which the Head of School may consider appropriate to the duties of the job.

- Maintaining the principles and procedures set out in the school's Behaviour Policy.
- Building up positive relationships with the children.
- Developing positive play activities with the children.
- Supervising other Midday Supervisory Assistants in developing playground games.
- Leading on play activity during lunchtime, directing activities dependent on the weather.
- Overseeing the replenishment and enhancement of lunchtime play equipment.
- Making decisions about indoor and outdoor play depending on the weather and communicating this to other Midday Supervisory Assistants.
- Contributing to updating all lunchtime protocols.
- Carrying out other duties as agreed with the Head of School.

Tyne Coast Academy Trust is the Employer. The post is at Ridgeway Primary Academy.

Tyne Coast Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AG/CL

Date: 6.02.20