



JOB DESCRIPTION – MIDDAY SUPERVISOR AND DINING ROOM ASSISTANT

Line of responsibility

A Midday Supervisor is directly responsible to the DRA Line Manager.

Job content

As part of a team in securing the safety and welfare of students during the midday break. This will involve effective supervision of students in and about the premises and site of the school in accordance with the general instructions of the Assistant Headteacher (Pastoral).

Principal accountabilities

- Supervision and control of students in line with duty rota.
- Supervision and control of students in the play areas, and about other parts of the school site.
- Associated ancillary duties.
- Supervision and control of students in the dining hall, including, where appropriate:
 - Organising the dinner queue and entrance of students into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
 - Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Assistant Headteacher (Pastoral) / Dining Room Assistant Line Manager or the relevant Year Group Manager according to the severity of the incident.
 - Ensuring safety is maintained at all times.
 - Ensuring students tidy/clear up in a satisfactory manner.
 - Sharing responsibility with other midday supervisors and/or teacher for the maintenance of order and discipline in the dining hall area.
- Supervision and control of students in the play areas and about other parts of the school premises, including where appropriate:-
 - Check for any strangers who may enter school premises being observant for any loiterers and report to Assistant Headteacher (Pastoral) /Dining Room Assistant Line Manger.
 - Direction of students to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary.
 - Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
 - Reporting any bad behaviour, an assault, carrying of weapons/banned substances by students to the Assistant Headteacher (Pastoral) / Dining Room Assistant Line Manger.
 - Supervision and control of students inside school premises when they are not allowed outside in inclement weather.

- Reporting any damage or blockages to caretaking staff.
- Ensuring that any students who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to:-

- Support and encourage the academy ethos and its objectives, policies and procedures as agreed by the Governing Body.
- Uphold the Academy's policy in respect of child protection matters.
- Be subject to all relevant statutory requirements.
- Perform any other reasonable tasks after consultation.

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 constructed.