**MIDDAY SUPERVISOR (PERMANENT)**

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | Midday Supervisor   |
| **Department/Group:** | Support staff     |
| **Post Details:** | 1 hour per day, 5 hours per week (12.20-1.20) 38 weeks |
| **Safer Recruitment Statement:**John Flamsteed School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.   |
| ***The duties will be as allocated by the Office/Services Manager and will include:**** Responsibility for the supervision of children throughout the mid-day break (ie the interval between the close of the morning school and the re-commencement of school in the afternoon).
* Supervision of all areas, both inside and outside, where students congregate during the lunch-time period.
* Carrying out any other instructions given by the Office/Services Manager, reasonably falling within the purview of the post.
* To attend relevant training and meetings as required.

**Supervision and control of students on the school premises, including:** * Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to members of staff on duty/ Office/Services Manager.
* Supervision of student activities and behaviour, ensuring their safety and well-being.
* 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, assaults, carrying of weapons/banned substances by students to the member of staff on duty/Office/Services Manager.
* At the end of lunch breaks, encouraging students to return to their lessons promptly.

**Associated Ancillary Duties*** Checking toilet areas Regularly for signs of student smoking/vandalism, blockage of
* toilets/wash basins and to ensure students are not loitering or playing in toilet areas. 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.
* Being aware of cultural differences between students, dealing with any incidents of racism or sexism in accordance with agreed procedures.

**Child Protection** 1. To have due regard for safeguarding and promoting the welfare of students and young people and to follow the child protection procedures and the school’s safeguarding policy.
 |