

<b>Job title:</b>	Midday Superintendent
<b>Hours of work:</b>	
<b>Salary:</b>	Grade 4

### The Role

To be responsible, under the direction of the Headteacher, for the safe supervision and welfare of pupils on site during the lunchtime period, allocating duties to the Supervisory Assistants.

### Including;

- Responsibility for behaviour of pupils during the lunch period, both indoors and outdoors, in accordance with the school's policies
- Ensuring that health and safety practices and procedures affecting pupils and Supervisory Assistants are maintained, including reporting of accidents, incidents, action taken etc.
- Undertaking minor first aid
- Undertaking appropriate training
- Dealing with unacceptable behaviour by pupils sensitively and effectively in accordance with school's policies and individual pupils' needs, whether directly encountered or from referral from a Supervisory Assistant
- Ensuring an effective Midday supervisory team by allocating duties and monitoring performance in carrying out their responsibilities. Reporting any issues to the Line Manager where appropriate
- Assist when necessary in ensuring that only authorised persons are on school premises during the lunchtime period
- Liaising with the Line Manager on ways of improving midday supervision
- Co-operating with staff working with pupils participating in lunchtime activities
- Liaising with Catering Manager on the general service of school meals, particularly the behaviour of pupils in the dining area.
- Make daily reports to the Line Manager on the general conduct of pupils, incidents of unacceptable behaviour and any disciplinary action deemed necessary
- Any other duties as defined by the Line Manager.

*Priory Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS Clearance, TRA Teacher Services, Qualification and ID Checks*

## **Person Specification**

### Experience

- Working with / supervising pupils indoors and outdoors
- Communicating with pupils with varying levels of understanding

### Qualifications/Training

- Willing to undergo appropriate training
- A basic knowledge of first aid is desirable or willingness to attend appropriate training

### Practical skills

- Good organisational skills
- Good communication skills
- Be aware of and apply the School's Health and Safety practices and procedures
- Able to act positively in the event of accident / spillage

### Personal qualities and attributes

- Ability to work as part of a team
- Flexibility and willing to carry out duties inside or outside the school building.
- Ability to communicate effectively with other staff and pupils in school
- A positive attitude