

Job Title: Midday Supervisor

Establishment: Outwood Academy Normanby

Grade: Grade 1 | 10 hours per week Term time only

Reporting to: Business Manager

Overall purpose of the post:

To ensure that the well-being, health and safety of students is maintained at lunchtime

Main duties and responsibilities:

1. Ensure acceptable standards of behaviour are maintained during the lunchtime period.
2. Earn the respect of the students by modelling outstanding behaviour, manners, speech and appearance at all times.
3. Supervise students in the dining hall:
 - a. Ensure all students remove outdoor clothing.
 - b. Supervise students coming into the dining hall and collection of food.
 - c. Supervise students going to the dining tables.
 - d. Supervise students clearing trays.
4. Ensure positive relationships are made with students during the lunchtime period.
5. Supervise students in other areas of the site as directed by Senior Leadership.
6. Supervise students' safety in the serving area;
7. Work positively with students to prevent them removing food and drink from the dining areas;
8. Ensuring that the environment is clean and clear from slip hazards in dining area;
9. Cleaning and clearing tables in dining area;
10. Empty bins and ensure dining area is free of litter;
11. Ensure all rubbish is taken to outside bin area;
12. Intervene in student behavioural issues, using positive behaviour management strategies to bring about improvements in student behaviour;
13. Support the catering staff where needed;
14. Prevent students from smoking on site by supervising outside areas;
15. Undergo appropriate training.
16. Attend weekly meetings of the Midday Supervisors.
17. Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
18. To comply with the Academy policies and procedures at all times.
19. Undertake other reasonable duties (within competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.