**JOB DESCRIPTION**

**POST TITLE**: MID-DAY SUPERVISOR (Permanent)

***Key Responsibilities:***

The day-to-day supervision of the mid-day supervisor will be exercised by the senior mid-day supervisor.

The duties will be as allocated by the Services Manager and will include:

* The Headteacher has a 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 Services Manager, reasonably falling within the purview of the post.

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/Senior Mid-day Supervisor.
* 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/Senior Mid-day Supervisor.
* 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**

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.

***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.***