

Job Title	School Midday Supervisor Team Lead
Pay Grade	G3
Directorate	Education
Division	Primary Schools
Reports to	Business Leader
Location	Vaughan Primary School
Role Purpose Under the direction of the School Business Leader, lead a team of midday supervisors to ensure the security, safety, care and wellbeing of students and to promote their social, emotional and physical development during the lunch time period.	
Job Context (Key outputs of team / role) <ul style="list-style-type: none"> Lead and supervise a team of Midday Supervisors that provides supervision duties during lunchtimes Support the running of the lunchtime service overseeing the safety and well-being of students during lunchtimes. To ensure the safety, welfare and good conduct, either individually or as part of a team, of children at lunchtimes, during the midday break period. 	
Generic Duties <ul style="list-style-type: none"> To demonstrate a commitment to the Council's Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities. To ensure compliance with your responsibilities as laid out in the council's health and safety policy and take an active role in promoting a positive health and safety culture. To promote and participate in the council's individual performance appraisal and development initiatives and information management best practice. To ensure compliance with the council's information security policies and maintain confidentiality. In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	
Values, Behaviours and Equalities We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are: <p style="text-align: center;">Be Courageous, Do It Together and Make It Happen</p> These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.	
Main Duties / Accountabilities <ul style="list-style-type: none"> To ensure that where more than one sitting is required involving children coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground is left unsupervised. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs. Assist with orderly supervision of the school during lunchtime, upholding the school's Behaviour and Safeguarding policies Ensure orderly and responsible behaviour at all times in the dining room, lunch queues, playground and school buildings Support and welcome students and have positive interactions with them To play with and support the children in the playground and to assist the children in setting up games or activities, abiding by the rules constructively Undertake duties as directed inside the dining hall, including: <ul style="list-style-type: none"> providing support for students who need it clearing water and spillages in the dining hall 	

- wiping tables during and after lunch service
 - clearing tables away and disposing of rubbish at the end of lunch service
 - encouraging students to use trays, clear up empty containers and waste food
 - attending to minor accidents and formally recording them
 - To monitor children when eating, encouraging them to eat healthily and to report any concerns to the Class teacher
- Undertaking supervision of students in the playground/school building as directed, including:
 - managing a duty spot and forming part of the duty team
 - being vigilant for Health and Safety and security issues (e.g. foxes) and refer to the Site Supervisor or Business Leader
 - actively fostering positive behaviour amongst the students using the Positive Behaviour Policy
 - reporting any untoward circumstances to the Business Manager or other staff
 - informally mentoring the students through positive role modelling and engaging the students in conversation
 - promoting safeguarding through careful monitoring of students
- Supporting the school ethos and undertaking any necessary training in areas, including:
 - behaviour management
 - first aid
 - child protection and safeguarding
 - health and safety
- Be responsible for the supervision and development of Midday Supervisors, ensuring that they are clear about what is expected of them, and that they are kept informed about their performance through appropriate supervision arrangements
 - Improve the performance of staff in the team by maintaining regular communication and providing appropriate support and guidance
 - To organise rotas/work schedules and pass on any instructions with regard to duties to staff
 - To liaise with the pastoral team, senior leadership team and any other staff as necessary
 - Contribute to the recruitment and induction of new midday supervision staff
 - Arrange and be actively involved in one-to-one and/or group training sessions to ensure engagement and commitment to new ways of working and expectations, and adherence to agreed standards for tasks and targets
 - Identify and inform the Business Leader of skills needed within the team to support new ways of working
 - Promote a strong customer focus and professional culture within the service

Selection Criteria - Knowledge, Skills and Experience		
Role requirements	Essential	Desirable
The ability to motivate a team	✓	
The ability to deal with a variety of people sensitively, empathetically and when necessary assertively	✓	
The ability to engage with and motivate students	✓	
An interest and willingness to undertake appropriate training as offered		✓
Previous experience of working/helping within young people	✓	
Previous experience of supervising and leading other people	✓	
Excellent interpersonal skills including the ability to develop effective relationship with children, staff and parents	✓	

Experience of organising/facilitating appropriate activities		✓
Knowledge of child development and the role of play	✓	
Knowledge of Child Protection Issues	✓	
Qualifications		
Role Requirements	Job specific examples (if left blank refer to left hand column)	Essential Desirable
Emergency First Aid Qualification		✓
Food Hygiene Qualification		✓
Safeguarding Training		✓
Other Requirements		

Manager Signature	Employee Signature
Job Title	Job Title
Date	Date