



JOB DESCRIPTION

Job title:	Midday Manager/Lunchtime Supervisor
Grade	Grade 6
Hours	12.5 hours per week, Term time only Daily 12pm – 2.30pm
Responsible to:	Assistant Principal
Job purpose:	To be responsible for the management and development of the lunchtime supervisors at college, over the lunchtime period, in order to ensure the health and safety, welfare and security of students during the school lunch break. To provide support for Midday Supervisors undertaking their duties.

MAIN DUTIES AND RESPONSIBILITIES

1. To take instructions from the assistant principal regarding the situation at lunchtime at the college including any relevant issues relating to individual students. Ensure reasonable behaviour and safe conduct of students by maintaining good order and discipline, dealing as appropriate with all incidents of disorder ensuring any disruption is minimised.
2. To organise the lunchtime supervisors to cover duties as required to meet the needs of the school efficiently and effectively at lunchtimes. To ensure staff are used efficiently and effectively during their working hours.
3. To produce work schedules and staffing rotas for the lunchtime supervision staff.
4. To check on staff attendance and to make arrangements with staffing manager for relief staff where necessary.
5. To be involved in the recruitment of staff.
6. To ensure staff deal with accidents and problems of discipline in accordance with the laid down procedures.
7. To undertake first aid training and attend to accidents during lunchtime working with the school's health and wellbeing co-ordinator when necessary.
8. To report serious accidents and serious matters of indiscipline to the principal.
9. To ensure staff are appropriately aware of all college policies including the behaviour policy.
10. To support and undertake all of the duties of a lunchtime supervisor, being especially vigilant as to the health, safety, welfare and security of the students within their care, and in accordance with the Behaviour for Learning Policy. To ensure staff are appropriately aware of all school policies.

SPECIAL FACTORS

Subject to the duration of the need, the special conditions given below apply:

- a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the Local Conditions of Service.
- d) This post is subject to an Enhanced DBS check regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Embrace Multi Academy Trust and the academies which form part of that seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.