

**Job Profile**

**Midday Supervisor**

**Date:** February 2022

**Job context:**

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School’s Governing Body.

**Job purpose:**

The midday supervisor is responsible for:

* Assisting in securing the safety and welfare of pupils during lunch and break times.
* Undertaking the supervision and control of pupils in the Playground.
* Undertaking the supervision and control of pupils in the Refectory and other school areas.
* Cleaning the Refectory before, during and after breaks.
* Other associated support duties.

**Accountable to:**

School Business and Development Manager

**Key Tasks:**

S/he shall supervise and control pupils in the playground and about other school premises, including:

* Supervision and control of the school entrance during breaks and lunchtimes to ensure pupils enter and leave the playground and refectory calmly.
* Checking on any strangers who may enter school premises in accordance with school guidelines, and remaining observant of any loiterers reporting them to the appropriate member of staff.
* Directing pupils to the playground and supervising their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary, in accordance with school guidelines.
* Preventing bullying and remaining aware of changes in friendships, encouraging socialising and play.
* Discouraging any dangerous activities, and dealing with and reporting any unacceptable or challenging behaviour in accordance with school policies and guidelines.
* Supervising and controlling pupils inside the school premises when they are not permitted outside due to poor weather.
* Ensuring that all pupils return promptly to the care of teachers / appropriate members of staff at the end of lunchtime breaks.

S/he shall undertake the supervision and control of pupils in the dining hall, including:

* Organising lunch queues and entry of pupils into and from the refectory to the playground and/ or other areas of the school; ensuring good behaviour and a calm atmosphere.
* Dealing with any incidents that may occur by intervention or calling for assistance from other staff on duty, reporting incidents to appropriate members of staff according to severity of the incident.

Associated support duties, including:

* Checking toilet areas regularly for signs of pupils who may be smoking/vandalising, checking for damage to and/or blockage of toilets/wash basins, and ensuring pupils are not loitering or playing in toilet areas.
* Reporting any damage or blockages to premises staff.
* Ensuring that any pupils who suffer an accident or injury are dealt with appropriately in accordance with agreed procedures.
* Being aware of cultural differences between pupils, dealing with any incidents in accordance with agreed procedures.