



Lewisham Education
SYDENHAM SCHOOL
Dartmouth Road
London SE26 4RD

JOB DESCRIPTION

Title: Midday Supervisor

Grade: Scale 2N (pt 3 – 4)

School: Sydenham School **Section:** Student Support

Reports to: Support Staff - Senior Midday Supervisor
Teaching Staff - Assistant Headteacher

MAIN PURPOSE OF THE JOB

As part of a team of Midday Supervisors, reporting to the Senior Supervisor or Assistant Headteacher, you will be responsible for the supervision and control of students in a given area of the school during the midday break. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of students taking the school meal and/or that of students in and around the school buildings during the midday break.

MAIN ACTIVITIES AND RESPONSIBILITIES:

1. Supervision, control and ensuring safety of students during the midday break, about the school premises and in play areas.
2. To assist and direct students in the dining areas and elsewhere; deal with incidents of unsafe or unruly behaviour and refer matters to the Senior Supervisor or SLT duty leader when necessary.
3. The independent supervision of corridors in all of the buildings; implementation of school rules regarding appropriate classroom and corridor behaviour. Supervising students returning to classes after the lunch break, ensuring all areas are clear of students.
4. To assist as directed with arrangements for the administration of the taking of the school meal including free school meals.
5. To assist with the safe evacuation of the buildings should the Emergency Evacuation Alarm sound and to assist with the safe mustering of students.

6. To assist any student who is unwell or injured, ensuring First Aid is provided and that the Accident Book is filled in.
7. To bring to the attention of the Catering Staff or Premises Staff any hazard which may cause harm.
8. To work in a way that promotes the school's equal opportunities policy.
9. Any other duties as may be determined as necessary and within the competence of the postholder by the Senior Midday Supervisor and Headteacher.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school and implement the school Behaviour Policy consistently
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.



LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

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QUALIFICATIONS/TRAINING (Essential Requirements)

- NVQ Level 1 or equivalent qualification or relevant experience

EXPERIENCE/KNOWLEDGE/SKILLS (Essential Requirements)

- Ability to understand and apply instructions from the senior supervisor in respect of the supervision and control of students during the mid-day break
- Ability to relate to students, to deal with them patiently, firmly and with a good humoured manner
- Understanding of the importance of the school meal, and the mid-day break, being a social and educational occasion
- Ability to relate both to support staff and teaching staff at the school and to work co-operatively with other people as part of a team
- Ability to judge when advice assistance is needed to meet students' needs and to react calmly and quickly in any emergency
- Understanding of the Authority's policies in health and safety, equal opportunities/child protection
- An understanding of the Authority's Healthy Eating Policy
- Support for the school's and the LEA's Equal Opportunities Policy