

**CHANTRY ACADEMY**  
**Job Description**



The *Active Learning* Trust

**Title:** Midday Supervisor  
**Grade:** Grade B, Point 3 - 4  
**Daily Core hours:** 12.20pm to 2.10pm  
**Line Manager:** Estate Manager

**Chantry Academy Vision** – to provide learning that ensures everyone has the skills to be **Versatile**, the opportunities to exceed their **Aspirations**, the knowledge to be **Learned**, the empathy to be **Understanding**, the enthusiasm to be **Engaged** and the encouragement to be **Determined**. Our community is always **VALUED**.

**Generic Staff Requirements**

- Raise student attainment so that all students successfully progress through the school to further and higher education and quality employment.
- Support all staff to achieve high standards of teaching and learning.
- Place the Academy and its facilities and resources at the heart of the community it serves.
- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the Academy and leading by example.
- In collaboration with others, review the impact of actions taken and respond accordingly.
- Play a role in ensuring effective implementation of the school's safeguarding and equal opportunities policies.

**PURPOSE OF THE POST**

- To supervise students throughout the midday break.
- To provide and sustain a safe, purposeful, stimulating and encouraging environment at lunchtime.
- To encourage effective social interactions
- To improve student dining skills by modelling as appropriate.
- To promote the Academy's values and ethos.

All duties will be carried out within recognized procedures and guidelines. The post holder will need to have knowledge of a range of organization policies and procedures.

**MAIN DUTIES AND RESPONSIBILITIES:**

- Supervise students throughout their midday break.
- Oversee all areas where students gather during the lunch break, these may include dining areas, cloakrooms, playground, playing field etc.
- Maintain the health, safety, welfare and safeguarding of students during the midday break.

- Communicate with students including such things as encouraging a healthy meal selection, overseeing activities and managing behaviour.
- As appropriate, support the catering team by wiping down tables and keeping the dining area tidy between meals, clearing spillages during service as necessary.
- Model and maintain a good standard of conduct and safety as laid down in the Academy's policies, by dealing with any problem, minor injuries and reporting breaches of behaviour and safeguarding to an appropriate member of staff.
- Assist with the induction training of any new midday supervisors as necessary.
- Any other related duties as directed by the line manager/senior member of staff.

*All post holders are accountable through the Academy Performance Management Policy.*

*The Governors and Principal are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place. DBS checks or police vetting will be required for all posts.*

**Note: This job description is not prescriptive and may be changed, in consultation with the post holder. The duties and responsibilities may vary from time to time according to the changing needs of the academy. Other tasks may therefore be added through consultation. These include tasks which the Principal may reasonably require from time to time and/or others in keeping with the aims and objectives of the academy.**

**Job descriptions will be reviewed annually.**