**Job PROFILE**

Midday Supervisor

**Main Purpose:**

Students are effectively supervised at lunchtime, both within the dining areas and elsewhere within the Academy. Injuries and bad behaviour are minimised.

**Main Duties and responsibilities:**

* Responsibility to the Senior Midday Supervisor for the supervision of students throughout the mid-day break (ie. the interval between the close of the morning school and the re-commencement of school in the afternoon)
* Supervision of students at the Academy throughout the mid-day break, for example:
	+ Supervision of playground and areas outside of the building
	+ Supervision of queues for the dining areas and students in eating areas within the Academy
	+ Supervision of the atrium and circulation areas, reporting any unruly behaviour to the senior mid-day supervisor
	+ Supervision of any other areas both inside and outside where students congregate during lunch time
* Supervision of students returning to the classroom.
* Leaving the dining areas in a tidy condition
* To positively reinforce high expectations of students' demonstration of the 5Ps and Character Values in line with the Behaviour for Learning Policy
* Carrying out any other instructions or duties given by the Senior Midday Supervisor
* To understand and observe the policies and procedures of the Academy

**The purpose of this job description is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this job description may be reviewed and could be subject to change during the course of employment.**

**General Duties and Responsibilities**

* To appropriately maintain the confidentiality of the working environment
* Promote the aims of the academy
* To understand and observe the policies and procedures of the Academy.
* Support and maintain a positive working environment between colleagues across the academy
* To undertake training as required
* To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures
* To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974
* To understand and comply with procedures for the emergency evacuation of the academy
* The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not.

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**ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**