

Role Title				
Midday Supervision 1				
Purpose of the role (job statement)				
To work as part of a team monitoring pupil behaviour during the midday break.				
Responsibilities ¹				
Key duties:				
<ol style="list-style-type: none"> 1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs. 2. Report incidents in line with school policy. 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Assist in the supervision of other activities during the midday break, including setting out and storing equipment 2. Operate tills and take money / vouchers as meal payment 3. Encourage pupils to select and eat healthy balanced meals 4. Clean up spillages of food or liquid during meal service 5. Wipe down tables and clean dining areas between meals 6. Undertake similar work at other times, such as before and after school. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Requires knowledge of school procedures for supervision of midday meals service and lunchtime activities. 				
NJC Job Evaluation Assessment				
Factor	Relevant Job Information		JE Level	Points
1.	Knowledge	Requires knowledge of school procedures for supervision of pupils during midday break.	1	20
2.	Mental Skills	Routine cleaning decisions. Reports behavioural problems	1	13
3.	Interpersonal & Communication skills	Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities,	2	26
4.	Physical Skills	May require skills for using till, assembling activity equipment	1	13
5.	Initiative & Independence	Follows procedures and instructions. Supervision readily available.	1	13
6.	Physical Demands	Short periods of effort for carrying loads and cleaning.	2	20

dealing w incidents of inapprop behaviour in line w the Academy's Behaviour Policy

¹ Duties relating to supporting pupils with health care needs are not included in this profile. The NJC recognises that many of these duties are carried out on a voluntary basis in different ways. Therefore, if this duty becomes a requirement of the job, as part of an agreement between employers and unions, it should be set out in the job description as an additional duty allowing it to be accounted for in the evaluation of the role (and therefore in remuneration as appropriate).

7.	Mental Demands	Prolonged periods of sensory attention required. Work is regularly interrupted by pupils.	4(a)	40
8.	Emotional Demands	Occasionally exposed to emotionally demanding situations e.g. dealing with distressed pupils, during the midday break, with senior staff taking responsibility for resolving issues.	2	20
9.	Responsibility for People Wellbeing	Oversees pupils' dining and play activities during the midday break. Ensuring pupil safety.	2	26
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11	Responsibility for Financial Resources	May handle small sums of cash.	1	13
12.	Responsibility for Physical, and Information Resources	Responsible for the safe use of equipment.	1	13
13	Working Conditions	Work is normally in areas which are noisy and may involve spillages. Playground duty is outdoors in most weathers	3	30
Total				260