



School/College:

Job Title: Midday Manager

Grade: 5

Post Number:

Responsible To: Head Teacher/Principal

Responsible For: Midday Supervisors

**Key Relationships/
Liaison with:**

To be responsible for the management and development of Midday Supervisors over the lunchtime period in order to ensure the health and safety, welfare and security of pupils.

Job Purpose: To receive from the Head Teacher/Principal, Class Teacher, Dietician and Physiotherapist all relevant information to ensure that the wide ranging needs of individual pupils are met and acted upon to ensure that the individual's quality of life is sustained and/or enhanced.

MAIN DUTIES AND RESPONSIBILITIES:

1. To take instructions from the Head Teacher regarding the situation at lunchtime including any relevant issues relating to individual pupils. Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint*) with all incidents of disorder ensuring that any disruption is minimised.
2. To organise the Midday Supervisors to cover all duties required to meet the needs of the School efficiently and effectively at lunchtimes.
3. To produce activity/sport/games schedules and staffing rotas for midday supervisors.
4. To ensure that staff deal with accidents, and with problems of discipline in accordance with the school policies and assist as necessary.
5. Attend to accidents in the playground in accordance with the School guidelines on accidents and their treatment.
6. To report serious accidents and serious incidents to the Head Teacher.

7. To undertake duties which includes supervising pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety, welfare and security of the pupils within their care, and in accordance with the School Behaviour Policy. To ensure staff are appropriately aware of all School policies including the Behaviour Policy.

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.



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	Essential	Desirable	How assessed
<u>Qualifications</u>	N/A		App/Doc
<u>Experience</u> Experience of working with children.	✓		App/Ref
<u>Knowledge.</u> Knowledge of Child Protection Procedures. Knowledge of Behaviour Management. An empathy with and an understanding of children in the age range concerned.	✓ ✓ ✓		App/Int App/Int Int
<u>Skills/Attributes</u> Good interpersonal communication skills. Ability to be assertive when necessary and to follow instruction with regard to feeding and exercise. An ability to react quickly to events and/or incidents. Ability to understand and follow relevant procedures e.g. health and safety, child protection (including issues regarding restraint), school	✓ ✓ ✓ ✓		Int App/Int App/Int App/Int

	Essential	Desirable	How assessed
behaviour policy.			
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)