

## JOB DESCRIPTION

Job Title: Midday Supervisor	Location: The Winchcombe School
	Salary: Grade C
<b>JOB PURPOSE</b>	
<p>The Midday Supervisor is responsible for the daily management of the lunchtime team. The core objective is to ensure a seamless, coordinated transition from morning lessons to the midday break, fostering an environment of structure, safety and active engagement. You will lead by example, ensuring the team is deployed effectively to provide a happy, safe and inclusive environment.</p> <p>To ensure the safety, welfare and good conduct of pupils during the midday break</p> <p>To ensure the provision of good quality play facilities for all pupils at lunchtime, maintaining a calm and supportive environment in the dining halls, and encouraging friendship and fun on the school playground.</p> <p>To implement the instructions of Senior Leadership Team for the overall arrangements for the midday breaks.</p>	
<b>DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE</b>	
Responsible to the Senior Leadership Team. Line Manager to Lunchtime Controllers	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Team Leadership &amp; Management<ul style="list-style-type: none"><li>• Line Management: Lead, motivate, and deploy a team of up to 10 Lunchtime Support Assistants, ensuring all areas of the school (hall, playground, and quiet zones) are adequately and proactively staffed.</li><li>• Standards &amp; Accountability: Set high expectations for staff conduct and pupil behaviour, ensuring the team takes full accountability for their designated zones.</li><li>• Induction &amp; Coaching: Support the induction of new staff and provide ongoing "on-the-job" coaching to help assistants improve their behaviour management and game-leading skills.</li><li>• Briefings: Lead daily "huddle" briefings to communicate specific pupil needs, weather-related plan changes, or school-wide focuses.</li></ul></li><li>2. Operational Excellence &amp; Structure<ul style="list-style-type: none"><li>• Playground Strategy: Coordinate a "structured play" timetable, ensuring a variety of games and activities are available to pupils and that equipment is managed and rotated.</li><li>• Transition Management: Oversee the flow of pupils between the dining hall and playgrounds, ensuring a calm, organised, and time-efficient process.</li><li>• Resource Oversight: Ensure all items are safe, fit for purpose, and well-maintained.</li></ul></li><li>3. Lead First Aid &amp; Safety<ul style="list-style-type: none"><li>• First Aid Lead: Act as the Lead First Aider during the midday break. This includes:<ul style="list-style-type: none"><li>○ Coordinating the first aid response for all playground incidents.</li><li>○ Assessing the seriousness of any given situation implementing remedial action and summoning additional help if necessary</li><li>○ Maintaining the first aid station and ensuring kits are fully stocked.</li><li>○ Ensuring all accidents are recorded accurately in line with school policy and parents are notified where necessary.</li></ul></li><li>• Health &amp; Safety Oversight: Conduct daily visual risk assessments of the playground and hall. Ensure that the team is proactive in identifying and mitigating hazards before accidents occur.</li><li>• Safeguarding: Act as a key link to the Designated Safeguarding Lead (DSL), ensuring any concerns raised by the lunchtime team are reported immediately and documented correctly.</li></ul></li><li>4. Behaviour &amp; Inclusion<ul style="list-style-type: none"><li>• Conflict Resolution: Act as the primary point of escalation for behaviour issues that cannot be resolved by the support assistants, utilising the school's behaviour policy consistently.</li><li>• Inclusion Champion: Ensure that lunchtime is inclusive for pupils with SEND or SEMH needs, working closely with the SLT to implement structured support plans.</li></ul></li></ol>	

### SCOPE OF JOB (Budgetary/Resource control, impact)

No responsibility for budget, Supervision of lunchtime controllers

# PERSON SPECIFICATION

Job Title Midday Supervisor		The Winchcombe School
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	GCSE level education (3 A-C grades including English)  Valid Paediatric First Aid certificate	Awareness of safeguarding procedures
Competence Summary (Knowledge, abilities, skills, experience)	Experience of working with children  Proven experience managing or leading a team, with the ability to inspire and delegate  The ability to be firm and calm and to respond quickly to developing situations  The ability to communicate effectively with staff and children  To be alert at all times	Previous experience at lunchtime controller level useful  Experience in sports coaching or playwork  Understanding of childrens' playground culture
Work-related Personal Requirements	High levels of initiative, resilience, and interpersonal skills  Passionate about creating a safe, happy and engaging environment for children	
Other Work Requirements	To demonstrate a mature and flexible approach at all times, qualities which will command respect from the lunchtime team.	