

### JOB DESCRIPTION

<b>SCHOOL:</b> Generic	<b>A.D. Service Area:</b>
<b>Head of Service Area:</b>	<b>Is this description a generic JD?</b> Yes
<b>GRADE: G4</b>	<b>JEM Reference No: 01-161</b> <b>Enhanced DBS Required? Yes No</b>
<b>JOB TITLE: Midday Controller 1 (Supervise 1-5)</b>	
<b>REPORTS TO: Headteacher (or other designated member of staff)</b>	
<b>1.</b>	<b>PURPOSE OF JOB:</b> Under the direction of the Headteacher to be responsible within agreed policies and procedures for the safety and welfare of pupils on school premises throughout the midday break and for the organisation and control of midday supervisory staff.
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>
i.	To be responsible for the supervision of children in all areas of the school and during the midday meal and maintaining discipline and a “good atmosphere”.
ii	Dealing with accidents and problems of discipline and reporting serious incidents to the Headteacher as soon as possible.
iii	The organisation and supervision of all midday supervisory staff.
iv	Liaison between the Headteacher and midday supervisory staff.
v	Undertake administrative duties in connection with the midday break as may be possible in the time available, e.g. the maintenance of staff attendance records and the completion of accident reports.
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>  <b>SUPERVISION OF PEOPLE</b>  Direct supervision of midday supervisory staff.
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>  Work is mainly governed by set procedures requiring occasional creative skills in dealing with routine problems.

<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>  Interaction with headteacher, employees, pupils on well established matters, dealing with issues that may not always be straightforward.
<b>6.</b>	<b>DECISIONS</b>
	<b>a) Discretion</b>  Work is carried out within clearly defined rules and procedures; decisions are made from a range of established alternatives.
	<b>b) Consequences</b>  Child centred and impacts on activities during lunchtime period.
<b>7.</b>	<b>RESOURCES</b>  Little or no responsibility for physical resources, children's personal effects.
<b>8.</b>	<b>WORK ENVIRONMENT</b>
	<b>a) Work Demands</b>  Interruptions are intrinsic to the role but cause no major change to the overall task.
	<b>b) Physical Demands</b>  Possibly, moving handling furniture, play equipment, assisting children to get lunch, cutlery, plates etc.
	<b>c) Working Conditions</b>  Subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.
	<b>d) Work Context</b>  Regular contact with pupils; the postholder may have limited exposure to abuse/aggression from pupils, parents and carers.
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>  Demonstrable previous relevant experience of staff supervision. Experience of active supervision of large numbers of children necessary to ensure conduct and safety of pupils throughout school premises and grounds with other midday supervisory staff.
<b>10</b>	<b>GENERAL</b>
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	..... ..
Job Description agreed by: [Postholder]	.....	.....	..... ..
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