

HIGHLEES PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE:	Midday Supervisor
SALARY GRADE:	Grade 3 (point range 02 – 03) pro rata (190 days)
HOURS:	7.5 hours per week / Term time only / Permanent
RESPONSIBLE TO:	Principal / Midday Co-ordinator

The purpose of the post:

To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

Main Duties and Responsibilities

- 1 To supervise pupils during the lunch period in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- 2 To monitor the behaviour of pupils, discouraging in a positive way any anti-social behaviour and reporting any incidents to the designated person as appropriate.
- 3 To ensure the safety and well-being of children, providing emotional support where necessary.
- 4 To arrange and supervise appropriate activities under the direction of the designated person.
- 5 To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedure.
- 6 To follow the current timetable of lunchtime duties on display in the staffroom.

Dining Hall

- 7 Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
- 8 To organise the dinner queue and entrance of pupils into the dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report incidents to your Line Manager as appropriate.
- 9 To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc where necessary.
- 10 To encourage social skills and good table manners, ensuring safety with knives and forks.
- 11 To clean up spillage of food and to organise clearing cutlery and crockery off tables.



Playground

- 12 Where appropriate, to collect pupils from the classroom ensuring that they are adequately dressed for the weather conditions.
- 13 To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Line Manager/Senior Leader immediately.
- 14 To ensure that pupils who leave the school site have permission to do so.
- 15 To encourage play and instigate games during the lunchtime period on the playground or in the classroom if wet.

School Premises

- 16 To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
- 17 To ensure that, when classrooms are used during the midday break because of inclement weather, the children are quietly occupied and that the classrooms are left tidy ready for afternoon school.
- 18 To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Line Manager.
- 19 To:
 - take part in training appropriate to the job of midday supervisor;
 - take part in any appraisal arrangements made by the school;
 - undertake any other duties consistent with the purpose of the job.

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendments at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment can be confirmed. This will be done by means of applying for an 'Enhanced Disclosure'. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.

Date of issue:	
Signature of Post holder Name:	
Signature of Executive Principal Name:	



PERSON SPECIFICATION

POST TITLE: Midday Supervisor

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

Attributes	Essential	Desirable	Assessed
Vision / Principles	<ul style="list-style-type: none"> Understanding of the role of Midday Supervisor. 	<ul style="list-style-type: none"> Previous experience. 	<ul style="list-style-type: none"> Application Form
Experience	<ul style="list-style-type: none"> Working as part of a team. 	<ul style="list-style-type: none"> Have worked with children. 	<ul style="list-style-type: none"> Application Form Interview
Qualifications		<ul style="list-style-type: none"> Qualification in childcare. Qualification in First Aid. 	<ul style="list-style-type: none"> Application Form
Special Knowledge	<ul style="list-style-type: none"> Understanding of the needs of children Behaviour management strategies. 	<ul style="list-style-type: none"> Child protection procedures. 	<ul style="list-style-type: none"> Application Form Interview
Skills / Abilities	<ul style="list-style-type: none"> Flexibility. Good communication skills. Able to work collaboratively. Approachable. Adaptable. Enjoy working with children. Sense of humour. 		<ul style="list-style-type: none"> Application Form Reference Interview

Highlees Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

