

## JOB DESCRIPTION

### AS AND WHEN MIDDAY SUPERVISOR

To provide on call support to the midday supervisory team

#### **Core Purpose:**

- To be responsible for securing and maintaining the safety, welfare and conduct of pupils in the dining areas, playground and circulation areas during the midday break period.

#### **This post holder will work:-**

- under the direction and supervision of the Senior Midday Supervisor and the Deputy Headteacher with responsibility for Inclusion

#### **Main Duties:**

- To supervise pupils when they are washing their hands before lunch.
- To supervise pupils when they are eating their meals – encouraging children to consume their food
- To supervise pupils' general conduct in the classroom, corridors, dining hall and the playground.
- To be vigilant in respect of health and safety issues – e.g. ensuring that slip or trip hazards such as wet floors are dealt with properly.
- To promote cooperative behaviour and engage the pupils in positive play activities.
- To show awareness of the importance of security and to ensure that visitors are authorized or directed to the school office.
- To ensure that, in the event of an accident, the situation is assessed and an appropriate first aider is alerted.
- To be familiar with information provided regarding pupils lunch arrangement including information on food allergies
- To advise the Senior Midday Supervisor of any issues with menus, food quantity, quality or children's eating habits. Class teachers to be advised of any issues with the latter.
- To liaise with the Deputy Headteacher with responsibility for Inclusion.
- To assist with setting up and clearing away dining facilities as required.
- To read, understand and adhere to the school's policies on behaviour, healthy eating and safeguarding.
- To participate in job related training as required.

**PERSON SPECIFICATION**

**MIDDAY SUPERVISOR**

**1. EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS AND TRAINING**

**Desirable**

- a first aid qualification
- a qualification / successful completion of a training course in working with children

**2. EXPERIENCE**

**Essential**

- experience of working as part of a team

**Desirable:**

- experience of working with children and families in a school setting

**3. JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS**

**Essential**

- an ability to show initiative and apply effective strategies to deal with situations which may arise in school e.g. taking appropriate action if it starts raining or dealing with a disagreement between children
- an ability to interact positively with pupils, parents and colleagues

**Desirable:**

- a knowledge of different playground games and activities and an ability to engage children in cooperative play
- Knowledge of relevant community languages –Tamil, Somali, Gujarati, Arabic

**4. PERSONAL QUALITIES**

**Essential**

- Confidence, warmth, sensitivity, reliability and enthusiasm
- Ability to communicate effectively with children and young people
- Good interpersonal skills

**5. EQUAL OPPORTUNITIES**

**Essential**

- Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin