

## **DOGSTHORPE INFANT SCHOOL**

### **JOB DESCRIPTION**

**POST TITLE:** Midday Supervisor

**Salary:** Grade 3

**HOURS:** 6 & ¼ hrs per week

**RESPONSIBLE TO:** Headteacher and Senior Midday Supervisor

Dogsthorpe Infant School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

#### **PURPOSE OF JOB**

- To supervise pupils during the lunch period ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the Senior Midday Supervisor at beginning of the lunch period and receive any instruction with regard to duties.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and report any incidents to the Senior MDS/SENDSCO as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate activities under the direction of the SENDSCO.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- Deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to the Senior MDS/SENDSCO.
- Encourage social skills and table manners, ensuring safety with any utensil use.
- Encourage all pupils to eat and drink giving assistance where necessary.
- Supervise and control entrance and exit to school premises by pupils during the lunch break following procedures regarding 'strangers on site'.
- Clean up any spillages and ensure rooms are left clean and tidy.
- Ensure pupils are adequately dressed for the weather conditions.
- Ensure toilet areas are clean and being used appropriately, report any concerns to the Senior MDS.
- Take part in any appropriate training.
- Take part in any appraisal arrangements made by the school.
- Undertake any other duties consistent with the purpose of the job.
- To promote the ethos and aims of the School.

#### **FLEXIBILITY CLAUSE:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

GENERAL NOTES:

- The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document, Burgundy Book and other conditions of service for teachers and are additional to the general duties and responsibilities of a Teacher;
- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

*Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS)*

## Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><u>Educational Qualifications</u></b>	<ul style="list-style-type: none"> <li>➤ Good educational background with GCSE or equivalent in English Language</li> </ul>	<ul style="list-style-type: none"> <li>➤ First-Aid qualification</li> </ul>
<b><u>Experience</u></b>	<ul style="list-style-type: none"> <li>➤ Experience of working with EYFS/Key Stage One children</li> </ul>	<ul style="list-style-type: none"> <li>➤ Previous experience of working as a Middy Supervisor</li> <li>➤ Previous experience of working in an educational environment</li> <li>➤ Previous experience of working with children with additional needs</li> </ul>
<b><u>Skills/Abilities</u></b>	<ul style="list-style-type: none"> <li>➤ Good timekeeping and organisational skills</li> <li>➤ Ability to work as part of a team</li> <li>➤ Ability to use own initiative</li> <li>➤ Ability to remain calm</li> <li>➤ Ability to liaise positively with children, staff and parents</li> <li>➤ Adaptable in a variety of situations</li> <li>➤ Patience when dealing with young children</li> <li>➤ A positive and sensitive attitude</li> <li>➤ Ability to deal with challenging behaviour</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to organise playground activities to engage children</li> <li>➤ Ability to demonstrate good behaviour management strategies</li> </ul>
<b><u>Knowledge and Understanding</u></b>	<ul style="list-style-type: none"> <li>➤ Appreciation of absolute confidentiality of information received in school</li> <li>➤ To fully understand issues associated with safeguarding</li> </ul>	
<b><u>Other Requirements</u></b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake training, as required</li> </ul>	
<b><u>Safeguarding Competencies</u></b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting and safeguarding the welfare of all staff and students</li> <li>➤ Demonstrates empathy for the concerns of others</li> <li>➤ Shows respect for other's feelings, views and circumstances</li> <li>➤ Seeks and uses professional support appropriately</li> <li>➤ Can demonstrate flexibility of approach</li> <li>➤ Shows a personal commitment towards safeguarding children</li> </ul>	