

## JOB DESCRIPTION

<b>POST:</b>	Midday Supervisor
<b>GRADE:</b>	Grade 3 pts 5-6
<b>WEEKS:</b>	38 weeks

It is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

### JOB PURPOSE

To supervise and oversee the safety and welfare of children during lunch times, in the playground, lunch hall and other areas, ensuring that the whole lunchtime experience is as positive as possible for all children.

In addition to supporting children's eating, feeding and personal care regimes, this role is responsible for ensuring all children have the opportunity to access engaging and rewarding play experiences. Our Midday Supervisors have an essential role in helping to realise the visions and values set out in the school's play policy. The opportunities which lunch times offer for children to play sociably, outdoors and in environments which enhance play are very valuable experiences for their wellbeing and development.

Happy and playful lunchtimes are an important part of the school day allowing children to eat, socialise and experience the benefits of freely chosen play.

### MAIN DUTIES AND RESPONSIBILITIES

- supporting children's eating, feeding and personal care regimes
- supporting children to access dining and other lunchtime areas
- ensure all pupils are encouraged and empowered to engage in play opportunities
- allow children the freedom to play whilst supporting them through any difficulties they may experience at playtime
- ensure provision of a safe play environment in which children are able to play freely
- take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy
- assist in tidying the playground at the end of lunchtime
- report any hazards in the playground environment to the Site Manager or Headteacher, and highlight any concerns about risks in children's play activities
- report any serious incidents to the Site Manager, Head Teacher and appropriate class teacher and record details fully and appropriately, according to school procedures

### GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way

- to respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to attend meetings as required

### **SUPERVISORY RESPONSIBILITY**

None

### **SUPERVISION RECEIVED**

Headteacher/SLT/Learning Mentor

### **PRINCIPAL CONTACTS**

Pupils, Teachers, Learning Partners, and other professional groups

### **SPECIAL CONDITIONS**

- this post will require physical effort, such as moving play equipment and resources
- this post is term time only
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

### **EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**PERSONAL SPECIFICATION**  
**Midday Supervisor (MDS)**

Criteria	Essential	Desirable
Qualifications & experience		<ul style="list-style-type: none"> <li>• experience of working with children</li> <li>• an interest in the work of the school and its pupils</li> <li>• First Aid qualification</li> <li>• Manual Handling certificate</li> <li>• Food Handling &amp; Hygiene qualification</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>• excellent verbal communication skills</li> <li>• ability to build effective working relationships with pupils and adults</li> <li>• the ability to maintain confidentiality</li> <li>• the ability to be sensitive to children's individual needs and deal discreetly with sensitive or challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>• basic knowledge of policies and procedures relating to safeguarding children, health, safety, security &amp; equal opportunities</li> <li>• knowledge of guidance and requirements around safeguarding children</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• enjoy working with children</li> <li>• a good team player</li> <li>• ability to act as a positive role model</li> <li>• commitment to maintaining confidentiality at all times</li> <li>• commitment to safeguarding pupils' wellbeing and equality</li> <li>• willingness to undertake relevant training</li> <li>• ability to remain calm in stressful situations or under pressure</li> <li>• enthusiasm</li> <li>• patient &amp; empathetic</li> </ul>	<ul style="list-style-type: none"> <li>• additional skills and interests which would be of benefit to the school</li> </ul>
Physical requirements	<ul style="list-style-type: none"> <li>• good level of general health</li> </ul>	<ul style="list-style-type: none"> <li>• ability to 'move and handle' young children and equipment as required under 'Moving &amp; Handling' legislation</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>• enhanced DBS clearance</li> <li>• satisfactory medical clearance</li> <li>• right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• a current full, driving licence and use of own car</li> </ul>