

Hawksbrook Lane, Beckenham, Kent, BR3 3FG

office@langley-primary.org.uk

020 8639 5300

Head Teacher: Mrs Sarah Kluzek

Job Description: Midday Supervisor

Employer: Langley Park Primary School (Impact Multi Academy Trust)

Salary: NJC Scale 1 SCP 3 FTE £28,617 per annum. Pro rata (actual) salary £6,642 per annum

Location: Beckenham, Kent

Job Type: 10 hours per week (11.45am – 1.45pm) 38 weeks per year (term time) Permanent

Reporting to: Deputy Head Teacher

Purpose of the job

Responsible, under the direction of the Deputy Head Teacher or senior midday supervisor, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed practices and procedures.

Responsible for

ORGANISATION

- Undertake supervision of pupils during the lunchtime break period in designated areas.
- Assist with daily decisions on areas for pupils to use, e.g. wet lunchtimes.

RESOURCES

- Be aware of the needs of the children
- Use basic first aid equipment as required
- Be familiar with safe use of outdoor equipment.

RESPONSIBILITIES

- Maintain the safety of the children during the lunch time session both whilst eating and during play.
- Supervise conduct of the children, ensuring safe and orderly conduct within and outside the premises.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help pupils in the dining area or play / other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to Headteacher or nominated supervisor.
- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate e.g. basic first aid.

Part of IMPACT Multi Academy Trust

Registered Office: Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham, Kent BR3 3BE

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- Clean up spillages or debris around the dining / play areas to ensure the maintenance of good order, discipline and safety.
- Be aware of and comply with policies and procedure relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Person specification – Midday Supervisor

Qualifications and experience

- Emergency First Aid (desirable)
- Willingness to participate in training / development opportunities e.g. Basic Skills qualification

Knowledge & Skills

- Strong interpersonal skills and ability to build and form good relationships with students, colleagues and parents / carers
- Able to deal with children and adults with tact and sensitivity
- Work constructively as part of a team
- An understanding of the school's procedures relating to first aid and medical emergencies

Personal Qualities

- Initiative and ability to prioritise one's own work
- Able to follow direction and work in collaboration with line manager and colleagues
- Able to work flexibly to meet deadlines and respond to unplanned situations
- Efficient and meticulous in organization
- Desire to enhance and develop skills and knowledge through CPD
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- An understanding of and commitment to whole-school issues in a co-educational multi-ethnic school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school

Impact Multi Academy 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 post is subject to an Enhanced Disclosure and Barring Service Check under the Rehabilitation of Offenders Act 1974.