

## Job Description

<b>POST TITLE:</b>	Midday Supervisor
<b>GRADE:</b>	Grade 5
<b>HOURS OF WORK:</b>	11.50am - 1.40pm (5 days per week)
<b>RESPONSIBLE TO:</b>	Head of School
<b>RELATIONSHIPS WITH:</b>	Teachers / Teaching Assistants & Support Staff Catering Staff Parents

### PURPOSE OF THE JOB:

- To supervise students during the lunch period (both inside and outside)

### MAIN RESPONSIBILITIES:

#### 1. Midday Supervision

- Under the direction of the Head of School, supervise students during the lunchtime period in accordance with procedures.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy.
- Inform the Safeguarding, Pastoral & Wellbeing Lead and classroom teaching staff of any concerns regarding a student's behaviour and wellbeing during the lunchtime period.
- Administering First Aid as a qualified First Aider.
- Undertake any other duties consistent with the post.

#### 2. Support for the School

- Attend and actively participate in Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in school events and activities.
- Develop and maintain effective working relationships with staff and students.
- Develop and maintain professional relationships with parents regarding lunchtime issues.

### 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.

## Person Specification

POST TITLE: MIDDAY SUPERVISOR

Criteria	Essential	Desirable
<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>➤ Previous experience of working as a Midday Supervisor</li> <li>➤ Previous experience of working in an educational environment</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>	