  Brimington Manor Infant & Nursery School

 Midday Supervisor

(part-time, temporary)

Job Description

We are seeking to appoint a Midday Supervisor. You will work as part of a team of Midday Supervisors, in supporting pupils during the mid-day break.  You will be responsible for pupils’ safety and well-being, supervising them in the dining room, classrooms and on the playgrounds.

Due to this post having access to children, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

**Midday Supervisor Job Description**

Post: Midday Supervisor

Grade: 3

Hours: 6 hours 40 minutes per week (11.45 – 1.05pm daily)

**Purpose of the job**

To work as part of a team of Midday Supervisors, under the direction of the Senior Midday Supervisor(s), in supporting pupils with a wide range of special educational needs during the mid-day break. You will be responsible for pupils’ safety and well-being, supervising them in the dining room, classrooms and on the playgrounds. You will serve the mid-day meal and assist pupils with eating.

**Key Responsibilities**

**Core tasks:**

* To assist with supervision during the serving of the mid-day meal as appropriate.
* To assist pupils to and from the playground and to support their activities (both inside and out), ensuring their safety and well-being.
* To organise appropriate games and activities.
* To ensure that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school’s agreed procedures.
* To support pupils’ behaviour, in line with the school’s Behaviour Policy.
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school.

**Other**

* To understand and comply with the Learners’ Trust Equal Opportunities Policy.
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school.
* To undertake training to support pupils’ needs, including communication, moving and handling, and eating and drinking.
* To comply with all Health and Safety policies and legislation.
* To maintain Data Protection and confidentiality at all times.
* To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.
* To support pupils’ personal care needs, including toileting and changing.

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**Person Specification: Midday Supervisor Grade 3 ??**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications & Training*** First Aid
* Basic Food Hygiene
 |  | **✓****✓** |
| **Experience*** Experience of working with children and young people (either paid or unpaid).
* Experience of working with and supervising children with special educational needs in a school environment (either paid or unpaid).
* Experience of working with and supervising children with allergies or food intolerances.
 | **✓** | **✓****✓** |
| **Knowledge*** A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.
* Awareness of behaviour support.
 |  | **✓****✓** |
| **Skills and Abilities*** Effective communication skills.
* Good basic literacy skills.
* Ability to be flexible and work in different areas of the school.
* Ability to work with others.
 | **✓****✓****✓****✓**  |  |