

MIDDAY SUPERVISOR

Responsible to: Headteacher

Post: Midday Supervisor.

Hours per week: 10 hours per week, Monday to Friday 11:15am to 1:15pm 38 weeks per year (term time)

Pay scale: Grade C, Scale Point 3, £11.79 per hour

Employment Start Date: October 2024

Closing Date: Wednesday 11th September

Interviews will take place in school, candidates will be contacted directly.

Job Purpose

To supervise and assist children during lunchtime to ensure a safe and positive learning environment is maintained.

To ensure all children behave in an appropriate manner.

Main Duties and Tasks

Setting up and clearing away tables.

Supervise children whilst they eat their lunch.

Ensure children behave in an appropriate manner and adhere to school rules.

Address any misbehaviour in accordance with school policies and procedures.

Supervise the children whilst they play, ensuring that they are occupied, inclusive and engaged in appropriate activities.

Deal with minor first aid incidents and ensure the safety of children at all times.

General

The post holder must be physically capable of working inside and outside in all weather conditions and seasons.

Responsibility for safeguarding and promoting the welfare of children at the Academy.

In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.

Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.

Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.

PERSON SPECIFICATION

Qualifications and General Experience

- GCSE (or equivalent) C or above in Maths & English.
- Experience of working with Primary aged children.
- *Demonstrate examples of working under own initiative.*
- *Level 2 qualification in a related discipline such as childcare or play work.*

Professional Knowledge and Experience

- A proven track record of working with and/or interaction with a range of colleagues.
- Have an understanding of safeguarding and confidentiality. Enhanced DBS clearance is required.
- Be smart appearance and have an approachable manner.
- Resilient, with the ability to remain calm when dealing with difficult or challenging situations.
- Must be able to work on your own initiative.
- Have an awareness of Health and Safety within a playground environment.

Professional skills

- Ability to empathise with pupils across the age range and have a range of effective behaviour management strategies.
- Ability to be pro-active and positive about change.
- Ability to communicate confidently with children, staff and parents.
- Possesses excellent organisational skills.
- *Experience of working/supporting children.*
- *Experience of supporting children with special educational needs.*

Professional ethos and commitment

- Commitment to promoting equal opportunities and meeting the needs of all pupils.
- Commitment to ensuring the holistic needs of every child are met.

Personal qualities

- Approachable with excellent interpersonal skills including courtesy, tact and diplomacy.
- The ability to be reflective and self-critical.
- The ability to establish good, productive working relationships with all members of the school community.

- Enthusiasm, and a positive outlook.
- Calm and effective under pressure.
- Able to take the initiative.
- Ability to be flexible.
- Good time management skills.
- Good Attendance & punctuality.

Work Commitment

- Able to be adaptable and commit time and energy to the role.
- *Willing to contribute to the wider school community: events or an extra-curricular activity.*

Entries in italics are desirable, not essential.

Standens Barn Primary School is committed to safeguarding and promoting the welfare of children. Applicants will be subject to safer recruitment checks during interview and the successful candidate will require an enhanced DBS disclosure.