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| Job Description | | | |
| Job Title: | Midday Supervisor | Job Category: | Support |
| | | Grade: | BEX04 |
| Responsible to: | Principal/Line Manager | Responsible for: | N/A |
| Functional Links with: | Pupils and teaching staff | | |
| Main Purpose of the Job: | | | |
| To be responsible for the safety and welfare of children during the school lunch-time break. | | | |
| Major Duties & Responsibilities: | | | |
| <ol style="list-style-type: none"> 1. Reporting to the Principal or senior midday meals supervisor any serious incident occurring during the midday break. 2. Securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school. 3. Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean etc.) and ensuring the maintenance of good order and discipline. 4. Completing any necessary paperwork. | | | |
| Job Activities: | | | |
| <ul style="list-style-type: none"> • Uses initiative and common sense and is assertive and consistent in any contact with pupils in order to achieve the level of discipline required to maintain order. • Exercises judgement in reporting any serious concerns about behaviour or possible safety or security risks. • Expected to be aware of, and comply with, relevant legislation and codes of practice particularly the Health and Safety at Work Act. • Working outside in playground. | | | |
| Last Updated By: | HR | Date: | May 2020 |

| Person Specification | | Essential / Desirable | |
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| Qualifications | | | |
| First Aid qualification | | D | |
| Experience | | | |
| Experience of supervising children | | E | |
| Knowledge & Understanding | | | |
| Interest in working with children | | E | |
| Ability to communicate effectively with pupils, colleagues and staff (both orally and in writing) | | E | |
| This post is considered to be a customer facing position; as such it falls within the scope of the Code of Practice on English language requirement for public sector workers. | | E | |
| Ability to work independently and as part of a team | | E | |
| Ability to deal with incidents calmly | | E | |
| Ability to supervise children fairly | | E | |
| Ability to organise and knowledge of age-appropriate lunch-time activities and games which promote positive interaction and behaviour for small groups of children | | E | |
| Positive behaviour management strategies | | E | |
| Encourage high standards of behaviour at all times | | E | |
| Ability to maintain accurate, factual record-keeping | | E | |
| Ability to recognise behaviour giving cause for concern and inform appropriate staff | | E | |
| Knowledge and understanding of managing groups of children | | D | |
| Knowledge and understanding of the value of constructive play / child development and social interaction | | D | |
| Personal Qualities | | | |
| Motivation and a commitment to working with children | | E | |
| Flexible to enable a responsive service at all times | | E | |
| Good interpersonal skills | | E | |
| High levels of enthusiasm | | E | |
| Calm Creative Empathetic | Patient Resourceful Tolerant | Organised Ability to respect Confidentiality | E |
| Last Updated By: | HR | Date/Time: | May 2020 |