



**Swavesey
Primary
School**

Middlewatch, Swavesey, CB24 4RN

Head Teacher: Anna-Claire Norden

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Swavesey Primary School

Job Description & Person Specification

School Vision

Our school aims to develop children who are:

- happy, healthy and confident
- ready, independent, life long learners
- resilient, resourceful and reflective learners
- responsible, honest global citizens

Through:

- A safe, stimulating and healthy environment
- Teaching which is inspiring, inclusive and active
- A broad challenging curriculum
- Encouraging creativity, individualism and team work
- Celebration of successes in all aspects of achievement
- Excellent partnerships with parents, governors and the community

All Staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the school development plan
- Support and contribute to the school's responsibility for safeguarding pupils
- To respect confidentiality of information at all times
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the school's diversity policy to promote equality and equitable opportunity for all staff and pupils, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as communicated upon induction and circulated if amended.
- To read weekly briefing notes and accompanying information as circulated via email
- To attend or complete online relevant training courses such as safeguarding, health and safety
- Undertake any other reasonable duties required that are related to the job purpose from time to time

Employment Details

Job Title:	Midday Supervisor
Department/Phase:	Whole School
Reports to (Job Title):	Head Teacher
Type of Position:	Permanent
Hours of work:	5-7.5 hours per week
Level and Scale Point:	Level 1C, point 2-3

Job Purpose:

To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

Main Duties / Responsibilities

Responsibility:

Main Duties and Responsibilities:

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the co-ordinator at beginning of the lunch period and receive any instructions with regard to duties.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the class teacher or head teacher as appropriate.
- To ensure the safety and well being of children, providing emotional support where necessary.
- To arrange and supervise appropriate activities under the direction of the head teacher
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- To ensure that all children are safeguarded and their welfare promoted in accordance with school policies.

Dining Hall

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
- To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to the pupils class teacher or head teacher
- To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- Check on any strangers who may enter the school grounds and report any concerns to the co-ordinator.
- Monitor and follow the schools behavior policy.

School Premises

- To supervise pupils on the school premises in the hall, classrooms and in corridors when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the Middy break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately.
- To:
 - take part in training appropriate to the job of midday supervisor
 - to attend a half termly meeting
 - take part in any appraisal arrangement made by the school.
 - undertake any other duties consistent with the purpose of the job.

Personal Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good personal experience of supervising /parenting children • GSCEs in English and Maths or equivalents. 	<ul style="list-style-type: none"> • Some prior experience of working in school or pre-school setting
Experience		<ul style="list-style-type: none"> • Some prior knowledge of working with children
Knowledge & Skills	<ul style="list-style-type: none"> • Enthusiasm for the post. • Strong team player. • High expectations of behaviour • Can quickly establish a good rapport with children/named child • Flexible and adaptable • Firm but friendly approach • Sense of humour • Able to use their initiative. 	<ul style="list-style-type: none"> • Good understanding of the Middy Supervisor role
Other	<ul style="list-style-type: none"> • Show calmness, patience and understanding • Willing to participate in training. 	

Prepared by

Name:	Wendy Whistler	Signature:		Date:	7 th August 2020
Title and/or Department:	School Business Manager				

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.