

## Job description

### 1.0 JOB TITLE      **Midday Supervisor**

### 2.0 JOB PURPOSE

Supervisory Assistants are engaged on a part time basis to undertake supervision of pupils during the school's lunchtime break. The extent of the supervision to be exercised includes the washing of hands, entry of pupils into the dining room, general help during the service of meals, assisting younger pupils in cutting up meat, general training in table manners and provide close supervision in the playground or classroom. Supervisory Assistants are responsible to the Senior Supervisory Assistant for the satisfactory performance of their duties. Normal hours of duty correspond with the school's lunchtime break.

### 3.0 DUTIES AND RESPONSIBILITIES

#### 3.1 GENERAL

- a. To be responsible to the Senior Supervisory Assistant for the supervision of pupils on the premises during the school's lunchtime break
- b. To be in charge of a group of pupils in the playground, in classrooms and whilst moving around the school
- c. To actively respond to any incidents of poor behaviour and to take the appropriate action
- d. To attend to any minor accidents sustained during the lunch hour in accordance with the authority's procedures
- e. To attend to any pupil who becomes sick or ill during the lunch hour
- f. To report to the Senior Supervisory Assistant if an accident occurs, or if any pupil has been taken ill.
- g. To see that pupils taking school meals are in the dining room at the required time for lunch
- h. To see that pupils wash their hands and attend to the necessary toilet requirements before and after lunch
- i. To help younger pupils with the proper use of cutlery and with cutting up food when necessary
- j. To assist pupils with scraping their plates, clearing tables etc when the lunch is completed
- k. To mop up spillages as they occur within the dining rooms
- l. To ensure that pupils are escorted to and from detached dining rooms
- m. Confidentiality guidelines must be observed
- n. Such other duties as may be commensurate with the grade and nature of the post

**Observance of the Equal Opportunities Policy will be required**

**Supervising Officer: Lunchtime Manager**

**I fully understand that the position of lunchtime supervisor requires my attendance at work for 195 days during school term dates. Any leave is taken during school holidays**

.....Post holder

.....Head Teacher

Date:.....

## Person Specification Midday Supervisor

|                  |                                |
|------------------|--------------------------------|
| <b>Criteria:</b> | E = Essential<br>D = Desirable |
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| Criteria | Qualifications                  |
|----------|---------------------------------|
| D        | Current First Aid qualification |

| Criteria | Experience   |
|----------|--|
| D        | experience of supervising children as a parent or carer                    |
| D        | experience of working with groups of children on a voluntary or paid basis |

| Criteria | Knowledge and Understanding  |
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| D        | managing behaviour of groups of children   |
| D        | Child development and social interaction; the value of constructive play opportunities |

| Criteria | Skills  |
|----------|---|
| E        | Work as part of a group and individually  |
| E        | Inspire trust and confidence in children  |
| E        | Encourage high standards of pupil behaviour all times                           |
| E        | Liaise with parents in a professional manner                                    |
| E        | Observe the boundaries of the role, and respect confidential information        |
| E        | Initiate games and activities appropriate to the age of children                |
| E        | Relate to children on their level   |
| E        | Remain calm in a crisis   |
| D        | Communicate effectively (both orally and in writing) to an appropriate standard |
| D        | Recognise behaviour giving cause for concern and inform teaching staff          |
| D        | Teach play activities to other Midday Supervisors                               |

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| <b>D</b> | Examine systems critically, and suggest ways of improving efficiency |
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| Criteria | Personal Characteristics                         |
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| <b>E</b> | Calm under pressure                              |
| <b>E</b> | Empathetic                                       |
| <b>E</b> | Well-organised                                   |
| <b>E</b> | Able to communicate well with staff and children |
| <b>E</b> | Creative   |
| <b>E</b> | Resourceful                                      |
| <b>E</b> | Tolerant   |

Colmers Farm Primary School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative and friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality in order to improve outcomes for all children who attend the school.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.

**Job description issued:**

**Head Teacher** .....

**Postholder** .....

**Date:** .....