



## **JOB DESCRIPTION**

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| <b>JOB TITLE</b> | Midday Supervisor for inclusion hub                    |
| <b>GRADE</b>     | Grade A (SCP 3) £22,737 (pro rata to the hours worked) |

### **JOB PURPOSE**

To be responsible under the direction of the Inclusion Hub Lead for the safety, welfare and the good conduct of pupils during the midday break.

### **KEY TASKS**

1. To supervise pupils in the inclusion hubs, outdoor space, toilets, and school premises.
2. To clean all spillages, (which could include bodily fluids) and ensure that tables are clean during mealtimes.
3. Setting up and clearing away dining area equipment such as chairs and tables and ensuring dining area is clean.
4. To ensure good order and discipline is maintained throughout the lunchtime.
5. To ensure pupils observe basic hygiene, i.e. hand-washing after toileting and before eating.
6. To administer basic first aid and deal with sickness, in accordance with training provided. Report and record accidents as required through the associated health & safety procedures.
7. To support pupils to develop healthy eating habits and good manners.
8. To encourage pupils to play appropriately and cooperatively, which could include some educational play activities.
9. To supervise pupils in inclusion hubs during “wet play” providing activities that will keep pupils calm.
10. To be aware of the school and inclusion hub’s behaviour policy ensuring it is implemented during lunch break.

11. To ensure no child is removed/leaves the school premises without having the appropriate permissions from the Principal/ Class teacher.

### STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

### CONTACTS

Pupils, staff and visitors to the school.

### RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

**Responsible to:** [Inclusion Hub Leader](#)

**Responsible for:** Not applicable

### SPECIAL CONDITIONS

DBS Disclosure Required – Enhanced

|  | DATE | NAME | POST TITLE |
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| PREPARED |  |  |  |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

### PERSON SPECIFICATION

**Job Title:** Midday Supervisor

|   | <b>Selection Criteria<br/>Essential</b>   | <b>Selection Criteria<br/>Desirable</b>                                   | <b>How<br/>Assessed</b> |
|---|---|---|-------------------------|
| <b>Education &amp;<br/>Qualifications</b> | Not applicable  | NVQ Level1/2 relating to working with children                            | AF                      |
|   |   | First Aid certificate   | AF / I                  |
| <b>Experience</b>                         | Experience of interacting with children   | Experience of working with school-aged children                           | AF / I                  |
| <b>Skills &amp;<br/>Abilities</b>         | Ability to work under supervision and as a member of a team                     |   | AF / I                  |
|   | Interpersonal skills to communicate well with children and to command attention |   | AF / I                  |
|   | Ability to work in accordance with the school's health and safety policies      |   | AF / I                  |
|   | Ability to be flexible and to work on own initiative within school guidelines   |   | AF / I                  |
|   | Ability to deal with minor injuries   |   | I                       |
| <b>Knowledge</b>                          | Some knowledge of children's games and activities                               | Knowledge of another language, e.g. British Sign Language, Urdu or Polish | AF / I                  |
|   |   |   | AF / I                  |

|                           |  |  |                             |
|---------------------------|--|--|-----------------------------|
|                           | <p>Knowledge of basic first aid</p> <p>Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils</p> <p>Understanding of confidentiality and why this is important in a school</p> |  | <p>AF / I</p> <p>AF / I</p> |
| <b>Work circumstances</b> | <p>To be able to undertake further training as required</p> <p>Willingness to undergo an Enhanced Disclosure and Barring Check</p>   |  | <p>I</p> <p>AF/I</p>        |

*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**