

**JOB TITLE: MIDDAY SUPERVISOR**

**RESPONSIBLE TO: LEAD MIDDAY SUPERVISOR / PRINCIPAL**

**Responsible for:**

**General Purpose of Job**

1. To assist the Lead Midday Supervisor in providing supervision and play activities on the premises during the midday break.

**Main Duties**

2. General supervision of pupils during the lunch period, in the dining hall, playground (and classrooms in poor weather).

3. To supervise pupils, including:

- \* Washing hands before eating.
- \* Checking that pupils are not playing in toilets, cloakrooms etc.
- \* Dealing with pupils who have been sick, (including cleaning up any mess where necessary)
- \* Ensuring pupils tidy up/clear up in a satisfactory manner.

4. To be familiar with and able to put into practice safeguarding policies and procedures.

5. To report difficult pupils and unruly behaviour to the Lead Midday or member of staff.

6. To work in close co-operation with other school staff, being part of the school team.

7. To deal with first aid matters and report serious incidents to the office staff and/or Headteacher immediately they occur.

8. To have high expectations of behaviour and discipline at all times, following the school's Behaviour and Anti-Bullying policies.

9. To interact with the pupils by organising games and equipment.

**General Duties**

10. To carry out other duties of a similar nature from time to time as maybe required by the Headteacher.

## PERSON SPECIFICATION

### MIDDAY SUPERVISOR

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

The sort of person we are looking for will have the following skills and qualities:

#### **Training and Qualifications**

1. A relevant NVQ2/3 - Desirable

#### **Experience, Knowledge and Skills**

2. Experience of working with children with the ability to relate well to them
3. Good communication skills - both written and oral - and ability to communicate well with both children and adults
4. Be able to develop, organise and supervise play activities and opportunities during the lunch break
5. Be willing to undergo training, as required, in order to develop further in the role of Midday Supervisor
6. Be willing to work as part of an established team under the direction of the Lead Midday Supervisor
7. Will ideally have some first aid experience and be willing and able to deal with minor first aid. (Training can be arranged, if necessary)
8. To be familiar with and able to put into practice safeguarding policies and procedures.

#### **Personal Qualities**

9. Be patient and calm by nature
  10. Be firm but fair in matters of discipline
  11. Be a good role model to the children
  12. Be aware of equal opportunity issues
- Be aware of, and able to maintain, the confidentiality aspects of the job

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_