



**Location:** North Wingfield Primary & Nursery Academy, Chesterfield, S42 5LE

**Salary:** Redhill Academy Trust Pay Scale, Band 5 Scale Point 28

**Hours of work:** 6 hours, 40 minutes per week, Mon-Fri: 11:50 – 13:10, Term Time Only

**Responsible to:** Senior Midday Supervisor

**Post objective:** To assist in the provision of effective supervision care of students throughout the midday break period.

### Main Duties and Responsibilities:

#### **General Information:**

- Each Midday Supervisor will be allocated areas of school for which they will be responsible for each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Midday Supervisor looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.
- The main areas of work responsibility will be the dining area, the all-weather pitch and areas of the academy used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.
- The Midday Supervisor must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Midday Supervisor or the Headteacher.

**Duties:**

- These will be allocated by the Senior Midday Supervisor in accordance with scheme of Midday Supervision for the academy and will include assisting with:
- Supervision of dining areas
- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- See that trays are not left in dangerous positions, and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.
- Ensure the pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.
- Supervision outside dining areas
- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid children hurting themselves or other students or damaging academy property.
- To report any incidents that may occur during lunchtime, including the giving of statements as required to the Senior Midday Supervisor.

Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific



# NORTH WINGFIELD PRIMARY & NURSERY ACADEMY

## MIDDAY SUPERVISOR

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, knowledge &amp; experience</b>	Understanding of legislation and regulations i.e. GDPR	Experience of working in a school environment First Aid Qualification Experience of working with young people A knowledge of Child Protection and Safeguarding Regulations
<b>Skills, abilities &amp; personal qualities</b>	Enthusiastic and self-motivated Ability to work on own initiative Commitment to own on-going professional development Demonstrate the positive values, attitudes and behaviour they expect from children and young people. Hardworking and enthusiastic Flexible approach Able to follow and comply with Trust policies at all times Totally Trustworthy Ability to adapt to the changing needs of the role Communicate effectively with all stakeholders including children, young people, colleagues, and visitors Act upon advice and feedback and be open to coaching and mentoring with a willingness to upskill. Enhanced DBS clearance is required for this position	