

Job Description and Person Specification Midday Supervisor

Responsible, under the direction of the Senior Midday Supervisor or other nominated staff member, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period.

RESPONSIBILITIES

- Supervise conduct of children, ensuring safe and orderly play activities.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help children in the dining area or play/other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to the Senior Midday Supervisor /Behaviour Lead as appropriate.
- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate, e.g. basic first aid.
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

Person Specification

SKILLS AND ABILITIES

- Ability to work well with children and adults (essential)
- Ability to follow instruction and direction for specific needs of children with Special Educational Needs (SEN) (essential)

KNOWLEDGE

- Ability to deal with children and adults with tact and sensitivity (essential)
- An understanding of the school's procedures relating to first aid, medical emergencies and safeguarding
- Ability to understand needs of children with SEN and follow care plans (essential)

EXPERIENCE

- General experience of children and their supervision, particularly children with SEN (essential)

EQUALITIES

- Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery (essential)