



## Job Description

**Location:** Palterton Primary School, Back Lane, Palterton, Derbyshire S44 6UN

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

**Hours of work:** 6 hours 15 minutes per week, term time only

**Responsible to:** Senior Midday Supervisor, Headteacher

**Post objective:** To provide effective supervision of children during lunchtime to ensure safety and to maintain standards of behaviour.

### Main Duties and Responsibilities:

- to supervise children throughout the midday break from five minutes before the close of morning until five minutes after lunchtime has ended;
- to liaise with class teachers at the start and end of lunchtime to ensure effective communication of relevant issues;
- to supervise children in a designated class during meal times, promoting good manners, rewarding positive behaviour and encouraging high standards of social interaction;
- to leave the eating areas in a tidy condition;
- to ensure that all the school's routines and procedures for lunchtime are upheld;
- to uphold the school's Behaviour Policy when managing behaviour;
- to liaise with the Senior Midday Supervisor regarding incidents or concerns;
- to supervise lunchtime play outside or inside when wet and act as a point of contact for both children and other members of the MDS team;
- to ensure children return to the classroom with their class teacher;
- to take on any additional responsibilities which might from time to time be determined by the Headteacher;
- to attend training and participate in continuous professional development to support and develop knowledge and understanding of the role and of effective practice.

*This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.*



|                                  | <b>Essential</b>   | <b>Desirable</b>   |
|----------------------------------|--|--|
| <b>Knowledge and Experience</b>  | <p>Experience of children or young people</p> <p>Willingness to undertake relevant training</p>  | <p>Experience of lunchtime supervisory role or experience of working with children in a school environment</p> <p>Experience of actively initiating and promoting play activities with children</p> <p>Successful completion of relevant training course e.g. first aid, hygiene etc.</p> <p>Experience of working effectively as a member of a team</p> |
| <b>Skills and Qualifications</b> | <p>Effective communication skills and good literacy skills</p> <p>Communicate clearly with staff and children</p> <p>Ability to work effectively as part of a team</p> <p>Ability to motivate and positively interact with children</p> <p>Ability to engage children in cooperative play</p> <p>Settle disputes between children calmly and fairly</p> <p>React calmly and appropriately in an emergency, with the health and safety of both pupils and staff a prime concern</p> <p>Ability to supervise and organise pupils whilst eating their lunch and during lunchtime play</p> <p>Able to promote the safe and appropriate use of play equipment through example and guidance</p> <p>Ability to maintain confidentiality</p> | <p>Play leader skills and/or experience</p> <p>First Aid qualification</p> <p>Knowledge of children's safeguarding</p> <p>Knowledge of different playground games and activities</p>   |

|                           |   |   |
|---------------------------|---|---|
|                           | Ability to show initiative and apply effective strategies to deal with situations which may arise in school   |   |
| <b>Personal Qualities</b> | <p>Able to promote and maintain good relationships with children and staff</p> <p>Reliable</p> <p>Calm and patient</p> <p>Positive and enthusiastic</p> <p>Good role model</p> <p>Empathetic and approachable</p> | <p>Creative</p> <p>Ability to show initiative</p> |