



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.



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

	Ability to show initiative and apply effective strategies to deal with situations which may arise in school	
Personal Qualities	<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>