



# GILTHILL PRIMARY SCHOOL

## JOB DESCRIPTION



Job Title: **Midday Supervisor/ Play Worker**  
School: Gilthill Primary School  
Scale Point: Scale 1 (pts 2 to 3)  
Responsible To: Headteacher  
Responsible For: Supervision of pupils during the school lunch break

### Job Purpose:

- To be responsible for the supervision of pupils during lunchtime
- To support school behaviour management by supervising areas of the school during lunchtimes and providing activities to support a positive and active lunchtime
- The post holder will be responsible for the safety, welfare and good behaviour of pupils during lunchtime.

### Main Duties and Responsibilities

- To supervise and organise activities for the pupils during the lunch break
- To deal with incidents of disruptive behaviour following the school behaviour policy
- To take directions from the Headteacher/Deputy Headteachers
- At the conclusion of the lunchtime period, report to the class teacher on the general conduct of pupils, behaviour incidents and any sanctions deemed necessary. In the absence of the class teacher, report to the Teaching Assistant
- To attend training and other meetings as required
- To follow the school policies and procedures, including equality procedures

### Pupil Behaviour

- Promote Ready, Respectful, Safe, healthy, and considerate behaviour
- Build appropriate relationships with pupils, providing a role model and leading by example
- Encourage all pupils to follow the school rules
- Support in the management of pupil behaviour and providing activities
- Manage any disruptive behaviour in line with the school Behaviour Policy

### School Security and Facilities

- Monitor the security of the school premises and report any safeguarding concerns to the Senior Leadership team.
- Ensure that areas of the school are left clean and tidy condition at the end of lunch
- Reporting equipment and maintenance issues to the Senior Leadership Team



## **Skills**

- Demonstrate a flexible approach to work
- Offer reliability and punctuality
- Keep calm under pressure or during unexpected circumstances
- Demonstrate common sense and initiative
- Be firm but fair at all times
- Be willing to participate in in-house training for the role
- Maintain confidentiality on all school matters
- Be willing to work in all weather conditions
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed by the Headteacher or Deputy Headteacher.

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Ensure Health and Safety and other school procedures are observed, reporting of accidents and taking actions as required
- Support the Senior Leadership Teams with evacuation procedure
- Raise safeguarding concerns appropriately
- Be aware of individual pupil circumstances i.e. SEN needs, and medical conditions
- Look after children who are upset or have had accidents

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Maintain strict confidentiality at all times in accordance with the Data Protection Act and the GDPR.

## **PERSON SPECIFICATION**

### **Qualifications and training**

- First aid training (or willingness to complete it)
- Safeguarding children training

### **Experience**

- Working with children or young people
- Working and collaborating within a team

### **Skills and knowledge**

- Ability to respond quickly and effectively to issues that arise
- Ability to use own initiative and take action accordingly
- Effective communication with adults and children
- Ability to follow instructions from senior team members
- Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies
- Ability to build effective working relationships with colleagues

### **Personal qualities**

- Commitment to supporting and understanding pupil needs
- Uphold and promote the ethos and values of the school
- Maintain confidentiality at all times
- Commitment to safeguarding, equality, diversity and inclusion
- Displays warmth, care and sensitivity in dealing with children and adults
- Open minded and adaptable to changing circumstances and new ideas
- Ability to prioritise the safety of children

### **SPECIAL REQUIREMENTS**

- Disclosure and Barring Scheme clearance is essential
- Willingness to comply with all school and Trust policies relating to Health, Safety and wellbeing
- Awareness of pupils on special or restricted diets for medical reasons