

## **JOB DESCRIPTION & 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.

### **SKILLS AND ABILITIES**

Essential:

Ability to work well with children and adults

Ability to follow instruction and direction for specific needs of children with Special Educational Needs (SEN)

### **KNOWLEDGE**

Able to deal with children and adults with tact and sensitivity

An understanding of the school's procedures relating to first aid, medical emergencies and safeguarding

Able to understand needs of children with SEN and follow care plans

**EXPERIENCE** General experience of children and their supervision, particularly children with SEN

**EQUALITIES** Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.