

Job Description & Person Specification



Brampton
Primary School

Post: Midday Supervisor

Responsible to: Team Leader / Headteacher / Governing Body

Job Purpose

Assisting the Senior Midday Supervisor/Headteacher in securing the safety and welfare of pupils during their lunch break. This will involve effective supervision of pupils in and about the school.

Main Duties

Supervision of pupils, including:

- Ensuring the supervision of pupils at appropriate times and organising the effective transfer of responsibilities for pupils' welfare between midday supervisory staff and teachers
- Ensuring that all minor problems and infringements of school rules are dealt with swiftly and effectively, reporting persistent unruly behaviour or more serious breaches of discipline to a senior member of the teaching staff by the process established in the School. Reporting any emergency or serious incident to the Headteacher or Deputy Headteacher immediately
- Dealing with and recording minor accidents and securing first aid assistance for these and for serious incidents in accordance with the procedure established at the school
- Ensuring that health and safety practices and procedures affecting pupils are maintained during the lunch break
- Assisting where necessary in ensuring that persons on the premises who are not pupils or staff are authorised and appropriately dealt with (in accordance with guidance issued from time to time)
- Liaising with kitchen/dining hall staff to ensure smooth meal service. Supervising and assisting pupils with their food where necessary. Supporting any school policies regarding meals provision.
- Setting up and clearing away tables in the dining room if required

Child protection:

- To have due regard for safeguarding and promoting the welfare of pupils and to follow child protection procedures

Promote Healthy Eating:

- Actively promote the school meals service to pupils to increase awareness of healthy eating and the uptake of healthy school meals

Person Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> ▪ None required 	<ul style="list-style-type: none"> ▪ Current First Aid qualification
Experience	<ul style="list-style-type: none"> ▪ Supervising children as a parent or family member 	<ul style="list-style-type: none"> ▪ Working with groups of children on a voluntary or paid basis
Knowledge & Understanding	<ul style="list-style-type: none"> ▪ Managing behaviour of groups of children 	<ul style="list-style-type: none"> ▪ Practices and procedures within education relating to welfare and safety of pupils ▪ Child development and social interaction ▪ The value of constructive play opportunities
Skills & Abilities	<ul style="list-style-type: none"> • Working individually and as part of a team • Inspiring trust and confidence in children • Encouraging high standards of pupil behaviour • Liaising with parents in a professional manner, respecting confidential information • Initiating games and activities appropriate to the ages of the children • Relating to children on their level • Remaining calm in a crisis 	<ul style="list-style-type: none"> • Communicate effectively – verbally and in writing • Recognise behaviour causing cause for concern and inform teaching staff • Teach play activities to other Midday Supervisors • Examine systems critically and suggest ways of improving efficiency in the dining hall and on the playgrounds
Personal Qualities	<ul style="list-style-type: none"> ▪ Calm under pressure ▪ Empathetic ▪ Well-organised ▪ Able to communicate well with children, staff and parents ▪ Creative and resourceful ▪ Tolerant 	

Notes:

- Recruitment will focus on determining whether the candidates meet the requirements in relation to the broad categories, rather than in relation to the individual criteria that are used to illustrate them.
- The criteria may be evidenced across a broad continuum, ranging from evidence that is minimal through to evidence that is substantial and secure.
- It is expected that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and any further discussion at interview.