

JOB DESCRIPTION

SENIOR MIDDAY SUPERVISOR

REPORTS TO:

GRADE: Scale 5

Main Purpose of the job

To work as part of a team of adults including teachers and other support staff to promote the learning and well being of all pupils. To take overall responsibility for the supervision, health and safety and control of pupils during the midday break and to deploy a team of midday supervisors to ensure effective cover both in the dining area and the play area.

Summary of Responsibilities and Duties

Support for Pupils

- Ensure that pupils are encouraged to eat a healthy and balanced diet by developing a common awareness amongst the team of midday supervisors on basic nutrition and the varying dietary requirements of pupils for medical or cultural reasons.
- Under the guidance of the Headteacher or the Senior Administrative Officer provide for the health and safety and well being of pupils during the midday break by ensuring that appropriate staffing is available in the should grounds and in the school building in the event of bad weather,
- Ensure that midday staff maintain a safe environment for pupils and that the school's behaviour policy is adhered to.
- Responsible for setting up/making available of play equipment, ensuring safe condition and locking away after use.

Support for Teachers

- Provide for the welfare needs of pupils during the midday break, reporting any concerns raised by midday staff to the appropriate senior member of staff. Arrange for the application of first aid where appropriate.
- Ensure that midday staff are aware of and understand the school's child protection policy reporting any concerns about individual pupils to the appropriate senior member of staff.

Support for the Curriculum

- Provide leadership and guidance to midday staff in encouraging appropriate exercise and activities for pupils.
- Be aware of the lunchtime clubs and activities that are available for pupils.

Support for the School

- Supervise the work of a team of midday supervisors ensuring that they are effectively deployed and briefed to work across the school site during the midday break.
- Ensure that midday staff are available to assist in the administrative processes involved in taking schools meals or packed lunches.
- Ensure that staff are briefed and able to deal with visitors to the school premises in accordance with school guidelines on security while pupils are in the school grounds.
- Ensure that staff are aware of the procedure to raise the alarm or seek additional support where a situation appears threatening or dangerous.

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's/School's equal opportunities policies and statutory responsibilities.

PERSON SPECIFICATION

JOB TITLE:

POST NO:

DEPARTMENT:

GRADE:

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues. **S**

Knowledge

Awareness of Health and Safety in a school environment. **S**

Understanding the importance of play in learning. **S**

Understanding of basic nutritional value of food. **S**

Aptitude

Flexible approach to work routines and methods.

Able to encourage and organise appropriate activities at break time.

Skills

Supervisory skills.

Listening and observation skills.

Team Working skills.

Ability to deal with parents and children with tact and sensitivity.

Persuasive skills to encourage sound eating habits.

Experience

Of providing direction and guidance. **S**

Of working with Children (paid or unpaid). **S**

Of working as part of a team. **S**

Of maintaining confidentiality. **S**

Of maintaining a safe and tidy working environment. **S**

General Education

Basic literacy. **S**

Personal Qualities

Able to relate to children.

Reliable and conscientious.

Circumstances

This post is exempt from the Rehabilitation of Offenders Act. Any criminal convictions will need to be declared if you are appointed.

Physical

Good general health.

Able to attend meetings / site visits in locations both inside and outside of the borough.

Able to use computer, telephone, and read correspondence.

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