



Job Description & Person Specification

Job Title:	Midday Supervisor
Location:	Spaldwick Primary School
Reports to:	Lunchtime Duty Leader, Headteacher

Purpose

- To supervise the pupils to ensure their safety, welfare, physical, and mental wellbeing.
- To maintain good behaviour and discipline in line with school Policies.
- To take a lead responsibility in the operational management of the school.

Main Responsibilities

- To supervise the pupils to ensure their safety, welfare, physical, and mental well-being.
 - To supervise pupils during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of all students.
 - To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- To maintain good behaviour and discipline in line with School Policies.
 - To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the class teacher as appropriate.
- To take a lead responsibility in the operational management of the school.
 - Reporting all absences in line with absence reporting procedure, ensuring planned absences are covered and the Duty Team Leader is aware, and unplanned absences are notified as soon as practicable.
 - To arrive promptly to your duty and proactively managing pupils in the specified area unless directed elsewhere by a member of the Leadership Team.
 - If an emergency delays your arrival you must notify the Duty Team Leader.

Health & Safety

- To act during their employment with due care for the health, safety and welfare of themselves, other employees, and other persons in accordance with the Trust Health & Safety Policy.

Safeguarding

- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct, and the requirements of Keeping Children Safe in Education.

Spaldwick Primary School is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.



Specified Areas

Playground

- To ensure that pupils behave in a sensible way and are paying attention to the health and safety needs of other pupils using the hard play areas.
- To report as appropriate any unacceptable standards of behaviour to the Duty Team Leader.
- To engage pupils in organised and structured play activities suitable for the playground.

School Field

- To ensure that pupils behave in a sensible way and are paying attention to the health and safety needs of other pupils using the grassy areas.
- To ensure that pupils do not go out of bounds.
- On wet weather days to ensure that the field is kept out of bounds to pupils.
- To engage pupils in organised and structured play activities suitable for the school field.

School Premises

- To carry out indoor supervisory duties in the event of wet play in accordance with school procedures.
- To carry out duties necessary for the effective management of the dining hall.
- Be aware of and monitor pupils who are inside the building e.g. toilets.

School Environment

- To encourage a caring positive relationship with the environment by actively engaging with pupils to use the bins around the site and to pick up litter as necessary.
- To be a positive role model at all times.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Midday Supervisor)

Signed..... (Headteacher)

Date.....

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Criteria	Desirability
QUALIFICATIONS	
A specific qualification relating to the role	Desirable
Participation in personal research relating to learning and/or SEND	Desirable
Educated to GCSE Level or equivalent (GCSE A-C/4-9 in English & Mathematics)	Desirable
EXPERIENCE	
Experience in carrying out the role according to the job description	Desirable
Experience in supporting the curriculum requirements across Early Years, Key Stage 1 and/or 2	Desirable
Experience in supporting and promoting positive behaviour in pupils	Desirable
PROFESSIONAL COMPETENCE	
Excellent organisational skills	Essential
Effective communication skills	Essential
Ability to contribute to a challenging, resourceful, creative and stimulating learning environment	Desirable
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Ability to provide effective feedback to pupils, colleagues and line managers to support learning	Desirable
Basic ICT skills (word processing, internet use and emails)	Essential
Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
Knowledge and experience in working with children with specific SEND	Desirable

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