

BASSINGHAM PRIMARY SCHOOL	
JOB DESCRIPTION	
JOB TITLE: Senior Midday Supervisor	JEM Number 01-161 and 01-157
REPORTS TO: School Business Manager	
1.	PURPOSE OF JOB: Under the direction of the Headteacher to be responsible within agreed policies and procedures for the safety and welfare of pupils on school premises throughout the midday break and for the organisation and control of midday supervisory staff. To 'co-ordinate and organise a wide range of enrichment activities to engage pupils during lunchtimes.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<ul style="list-style-type: none"> i To be responsible for the supervision of children in all areas of the school and during the midday meal and maintaining discipline and a good atmosphere. ii Dealing with accidents and problems of discipline and reporting serious incidents to the Headteacher as soon as possible. iii The organisation and supervision of all midday supervisory staff. iv Liaison between the Headteacher and the midday supervisory staff. v Undertake administrative duties in connection with the midday break, e.g. maintenance of staff attendance records and completion of accident reports. vi To plan and prepare activities to aid the social development of pupils. vii Co-ordinate and organise suitable games/activities. viii Setting up and storage of portable equipment/resources.
3.	MANAGEMENT OF PEOPLE None SUPERVISION OF PEOPLE Direct supervision of midday supervisory staff.
4.	CREATIVITY AND INNOVATION Work is mainly governed by set procedures requiring creativity in developing activities to assist with the physical, emotional, educational, and social development of young people.
5.	CONTACTS AND RELATIONSHIPS Direct contact with pupils and day to day contact with school colleagues.
6.	DECISIONS
	a) Discretion Working within clearly defined rules and procedures, decisions are made from a range of established alternatives.
	b) Consequences Child centered and impacts on activities/development during lunchtime period.

7.	<p>RESOURCES</p> <p>Physical resources such as play/games equipment and other related resources.</p>
8.	<p>WORK ENVIRONMENT</p> <p>a) Work Demands</p> <p>Interruptions are intrinsic to the role but cause no major change to the overall task.</p> <p>b) Physical Demands</p> <p>Physical effort necessary to move furniture, assisting children to get lunch, cutlery, plates etc. Physical demands caused by organising and undertaking specific activities with pupils.</p> <p>c) Working Conditions</p> <p>Subject to moderate amounts of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds and will be required to administer first aid and assist.</p> <p>d) Work Context</p> <p>Potential risk from direct contact with pupils; the postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>Demonstrable previous relevant experience of staff supervision. Demonstrable experience of appropriate interaction with children. Experience of active supervision of large numbers of children necessary to ensure conduct and safety of pupils throughout school premises and grounds with other midday supervisory staff.</p>
10	<p>GENERAL</p> <p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Academy.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p> <p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Academy Equal opportunities policies.</p> <p>Health and Safety - The postholder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.</p> <p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]