



Job Description

Midday Supervisor (Grade 1c)

Role Purpose

To assist the Midday Supervisor Leader in supervising children during lunchtime, ensuring a happy and enjoyable mealtime and providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

Commitment to Diversity

As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Support for Children

- Ensure pupils are dressed appropriately for the weather
- Help organise play activities
- Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children -, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
- Takes pride in providing an enjoyable lunchtime and activities for pupils.
- Builds up warm and positive relationships with pupils.
- Goes out of their way to be helpful towards pupils.
- Anticipates pupils' needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Is tactful when talking to pupils.

Support for the School

- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of school events by looking at the whiteboard in staff room, timetable on notice board in staff room, reading the weekly bulletin and half-termly newsletter.

- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defective equipment and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Data protection

- Being aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.

Confidentiality

- Expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are also internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Safeguarding Children and Safer Recruitment

The Hayes Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

An ENHANCED DBS check is required for this post.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.

Signed: _____

Date: _____



Person Specification

Midday Supervisor (Grade 1c)

Essential Experience , Skills and Abilities

- Understanding of relevant polices regarding safeguarding of children/ codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Enjoy working with and being with children.
- Use initiative in all aspects of your role.
- Confidence in dealing with young people, maintaining discipline, motivation and ensuring well-being of children including acting on bullying.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to maintain confidentiality at all times.
- Work constructively as part of a team, understanding the different roles and responsibilities and your own position within these.
- Ability to promote school when talking to visitors, colleagues and members of the community.
- A sense of responsibility and ownership.

Desirable Experience , Skills and Abilities

- NVQ level 2 in childcare or equivalent.
- Some experience of working with children.
- Knowledge of First Aid- although training will be offered.