



Springfield Junior School

Midday Supervisor

Permanent

5 hours 50 Minutes per week, 39 weeks per year

Scale 1 £17,842 - £18,562 FTE (£2,375 - £2,470 Pro Rata)

We are proud of our inclusive school and are keen to find an enthusiastic and positive individual who will fit into our hard working and friendly lunchtime team.

Our ideal candidate is someone who understands the importance of building strong relationships and having high expectations for every child and is proactive in encouraging them to enjoy a healthy, active, and safe lunchtime.

The candidate will be resilient, calm, kind and able to use their initiative to lead and encourage children in play, games, and activities.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>.

If you would like to be part of this exciting new project, please visit www.qegsmat.com where you can apply via TES. Alternately, you can contact us at hr@qegsmat.com.

Closing date for applications: 14th February 2022

Provisional Interview date: 18th February 2022

Actual Salary: Scale 1 £17,842 - £18,562 FTE (£2,375 - £2,470 Pro Rata)

Potential Start date: ASAP



Springfield Junior School

JOB DESCRIPTION MIDDAY SUPERVISOR

Post: MIDDAY SUPERVISOR

Responsible to: Inclusion Mentor /Senior Mid-day supervisor

Liaison with: Teaching staff

Job Purpose: To:

- Supervise and ensure the safety and well-being of pupils during lunchtimes
- Prepare dining area before and after lunchtime.
- Play with children indoors and out of doors
- Work under the general direction of the Senior MDS and the headteacher

Key Tasks whilst dining are to:

- Assist/supervise pupils with general hygiene before and after eating lunch
- Organise queueing and movement of children around school and to playground, ensuring good behaviour and calm atmosphere.
- Always encourage positive behaviour and good manners
- Encourage pupils to try new and healthy food and eat a balanced meal, including those with a packed lunch
- Be aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assist pupils with cutting up food, pouring liquids etc. where necessary
- Encourage social skills and good table manners,
- Ensure safety with knives and forks.
- Ensure pupils tidy/clear up in a satisfactory manner
- Clean up spillages when required

- Deal with any basic first aid and medical support
- Share responsibility with other Midday Supervisors over lunchtime

Key tasks whilst on the playground and around school are to:

- Collect pupils from classrooms
- Ensure pupils are appropriately dressed
- Supervise children and ensure they do not leave the playground without permission. Check on any strangers
- Interact with children, encouraging positive play and communicate with them both inside and outside in the event of wet playtimes, ensuring playground equipment is ready and available
- Ensure safety and wellbeing, providing emotional support where necessary
- Be aware of changes in friendships, encourage socialising, play & prevent bullying, etc
- Discourage any dangerous activities.
- Report incidents of persistent poor behaviour to the senior Midday Supervisor
- Attend to minor accidents or to pupils who become ill
- Report to first aid if accident occurs or if pupil falls ill
- Monitor pupil behaviour, deal with unacceptable or challenging behaviour appropriately and in accordance with behaviour policy or any other guidance
- Ensure orderly return to class at the end of the lunch period, always modelling positive behaviour, and lead by example

These are broad descriptions of the types of duties and activities expected, they are not intended to provide an exhaustive list, therefore the postholder will be expected to carry out any other duties that may reasonably be regarded as within the nature of the responsibilities and grade of this post.



SPRINGFIELD JUNIOR SCHOOL

**PERSON SPECIFICATION
POST: MID-DAY SUPERVISOR**

SKILLS, KNOWLEDGE & EXPERIENCE	
<ul style="list-style-type: none">• A commitment to safeguarding and to the welfare of all children• To motivate, initiate and play games with the children• Communicate effectively with both children and adults• Be able to work as a team member• Have some knowledge of playground games• Working knowledge of equal opportunities• Experience working with children (either paid or unpaid)• Relief MDS experience (desirable but not essential)• Good health and attendance record• Willingness to attend meetings and access training to support role and responsibilities• Have related childcare or child carer training (desirable but not essential)• Be able to deal with matters sensitively and confidentially	