



Morley Memorial Primary School

Job Description and Person Specification

Midday supervisor

October 2017

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of midday supervisor at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Morley Memorial Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS checks and disqualification declaration may be required for this post. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to office@morley.cambs.sch.uk



JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Post Title:	Midday Supervisor
Grade:	Scale 1C
Responsible to:	Headteacher, or Senior Supervisor
Purpose of the Job:	To ensure the security and care of the pupils of the school and to promote active play and their social development during the lunch time period.

Main Duties and Responsibilities:

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To report to the Senior Midday Supervisor at beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Midday Supervisor as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate play and activities under the direction of the Senior Midday Supervisor
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

7. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
8. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents Senior Midday Supervisor
9. To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
10. To encourage social skills and good table manners, ensuring safety with knives and forks.
11. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

12. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
13. To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the co-ordinator.
14. To ensure that pupils who leave the school site have permission to do so.

School Premises

15. To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
16. To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
17. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Co-ordinator.
18. To:

- take part in training appropriate to the job of midday supervisor.
- take part in any appraisal arrangement made by the school.
- undertake any other duties consistent with the purpose of the job.

19. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

Morley Memorial Primary School

Midday Supervisor Person Specification

	Essential	Desirable
Qualifications		a) Current First Aid b) Food hygiene c) Recent child protection and safeguarding training
Knowledge and Understanding	1. An understanding of what constitutes safe play 2. An understanding of effective ways to manage behaviour of groups of children	d) Understanding of child development e) Knowledge of EYFS framework
Experience	3. Experience of supervising children or young people	f) Experience of working with primary aged children
Characteristics and competencies	4. Desire to provide safe, stimulating and creative play opportunities 5. Commitment to promoting children's safety and well-being 6. Commitment to inclusive practice and equal opportunities 7. Commitment to uphold the highest professional standards 8. Ability to inspire confidence and trust in children 9. Ability to encourage and promote high standards of behaviour at all times 10. Ability to work independently and also as part of a team 11. Able to communicate effectively in written and verbally form 12. Able to remain calm under	g) Able to teach other team members a range of games and activities to enhance play at lunchtime h) Able to evaluate systems and suggest ways of improving provision

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