Job Description

Job Title: Midday Supervisor (Relief)
Responsible to: Senior Midday Supervisor/Head Teacher
Working Hours: 11.55am – 1.05pm, 38 weeks per year, term time only, as needed
Salary: Grade 3, £9.18 per hour

Overview:

To provide occasional cover for staff absence, sometimes at short notice.

To support the school in the smooth running of lunchtimes and work as part of our team of midday supervisors.

You will be responsible to the Senior Midday Supervisor on a day to day basis and also to the Head teacher (or Senior Leaders in the absence of the Head teacher).

Tasks include:

- Ensure that pupils wash their hands before they eat.
- Escort pupils to and from the dining areas, as necessary.
- Ensure that pupils take their lunch at the correct time.
- Help younger pupils with the proper use of cutlery, and help them cut up food when necessary.
- Assist pupils with the return of used trays, cutlery and beakers and with the cleaning of tables.
- Supervise pupils eating food brought from home and ensure all packed lunch equipment is cleared away after use.
- Report any child whose diet may give rise for concern to the Senior Midday Supervisor.
- Take charge of groups of children in the playground or the classroom, depending on the weather.
- Devise and initiate constructive play opportunities for children when required.
- Ensure that children remain within a safe environment and that they play safely.
- Set suitable behaviour standards in line with school policy.
- Have an awareness of the school's policy on Child Protection and undertake regular training.
- Attend to minor accidents sustained during the midday break and seek appropriate assistance if necessary.
- Attend to any pupil who becomes ill during the midday break and seek appropriate assistance.
- Report any acts that constitute serious infringements of school rules to the Senior Midday Supervisor.
- Liaise effectively and professionally with staff, teachers and parents, as required.
- Attend training, as required.
- Undertake other comparable duties as may be required by the Senior Midday Supervisor or Head Teacher.
# Person Specification

*Midday Supervisor (Relief)*

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>• None required</td>
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<tr>
<td><strong>Experience</strong></td>
<td>• Supervising children as a parent or carer</td>
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<td><strong>Knowledge and understanding</strong></td>
<td>• Managing the behaviour of groups of children</td>
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<td><strong>Skills</strong></td>
<td>• Work as part of a group and individually</td>
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<td><strong>Personal characteristics</strong></td>
<td>• Calm under pressure</td>
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A Midday Supervisor should have:

- Experience of:
  - Supervising children as a parent or carer

A Midday Supervisor should have knowledge and understanding of:

- Managing the behaviour of groups of children
- Child development and social interaction
- The value of constructive play opportunities

A Midday Supervisor will be able to:

- Encourage high standards of pupils behaviour at all times
- Liaise with parents in a professional manner, observe the boundaries of the role, and respect confidential information
- Initiate games and activities appropriate to the age of the children
- Relate to children on their level
- Remain calm in a crisis

A Midday Supervisor should be:

- Communicate effectively (both orally and in writing) to an appropriate standard
- Recognise behaviour giving cause for concern, and inform teaching staff
- Teach play activities to other Midday Supervisors
- Examine systems critically, and suggest ways of improving efficiency

- Calm under pressure
- Empathetic
- Well-organised
- Able to communicate well with staff and children
- Creative and fun
- Resourceful
- Tolerant

An Intelligent heart acquires knowledge and the ear of the wise seeks knowledge. Proverbs 18:15
The person appointed to this post will:

- Be totally committed to the safeguarding and welfare of children.
- Work in accordance with the school's policies including Health and Safety
- Be capable of maintaining high standards of work at all times
- Be committed to being part of a team but be able to show initiative and be capable of working unsupervised.
- Be honest, reliable and trustworthy.
- Be open and frank and not afraid to ask for guidance and help when it is needed.
- Be capable of building excellent relationships with others.
- Be prepared to work hard, have plenty of energy and enthusiasm with the ability to maintain a sense of humour and perspective when things get tough!
- Be calm, precise and patient when dealing with others including children.
- Be committed to professional self-improvement both by in service training and "learning on the job".
- Be an excellent role model for young people.