

Job Description

Job Title	Midday Supervisor
Pay Grade	Scale 2
School	Myatt Garden Primary School
Reports to	Deputy Head Teacher, Senior Midday Supervisor

Main Purpose of Job

Responsible, under the direction of the Senior Midday Meals Supervisor and Deputy Head Teacher or other nominated officer, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with the agreed practices and procedures. To assist with the feeding of children and young people and to assist with their social, health and personal needs.

Tasks

ORGANISATION

- ◆ Undertake direct supervision of pupils in designated areas.
- ◆ Assist with daily decisions on areas for pupil use e.g. wet lunchtimes

RESOURCES

- ◆ Be familiar with safe use of outdoor equipment.

Responsibilities

- ◆ Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises.
- ◆ Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- ◆ Help pupils in the dining area or play/other areas who may require assistance.
- ◆ Deal with minor incidents and where appropriate, refer serious incidents to Deputy Head Teacher or Senior Staff.
- ◆ Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety.
- ◆ To assist with children's feeding.
- ◆ To assist with children's social, health and personal needs.

MYATT GARDEN PRIMARY SCHOOL

PERSON SPECIFICATION

JOB TITLE: Midday Supervisor

GRADE: Scale 2

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Level 2 Maths or equivalent • Level 2 English or equivalent 	<ul style="list-style-type: none"> • First Aid Training
Experience	<ul style="list-style-type: none"> • Working as part of a team • Working with children 	<ul style="list-style-type: none"> • Working within a school setting
Skills	<ul style="list-style-type: none"> • Ability to deal with challenging behaviour • Able to act on own initiative • An ability to develop positive relationships with children • The ability to remain calm in challenging situations and to ask for help when needed • Proven written and oral communication skills 	
Commitments	<ul style="list-style-type: none"> • Display a commitment to the protection and safeguarding of children • A commitment to uphold the school's vision, values and staff code of conduct • A commitment to equal opportunities and assisting the school in raising achievement for all its pupils. • A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner • A commitment to attend in -service and external training courses and to develop and update knowledge and skills as required 	