



JOB DESCRIPTION

- 1. POST:** Midday Supervisor
Temporary
- 2. SALARY POINT:** Grade 2 (SCP 2-3)
£17,711 - £18,065 per annum, pro rata
- 3. APPROXIMATE HOURS:**
Monday: 12.15pm - 1.15pm
Tuesday: 12.15pm - 1.15pm
Wednesday: 12.15pm - 1.15pm
Thursday: 12.15pm - 1.15pm
Friday: 12.15pm - 1.15pm
Term Time Only. Total hours per week 5 hours

4. RELATIONSHIPS

The post holder is responsible to the Executive Headteacher for his/her duties and responsibilities.

5. PURPOSE OF THE JOB

We are seeking an enthusiastic person to join our midday supervision team on a temporary contract at Coaley C of E Primary Academy School. This post is to support and develop active lunchtimes in the playground, as well as help to run and organise an efficient lunch hall.

We are looking for a reliable and energetic person who is committed to a team ethos and the safety and well-being of our children. Experience of working with children is desirable but a determination to succeed in the role, work flexibly and with a commitment to our school are key priorities.

6. MAIN DUTIES/RESPONSIBILITIES

This job description outlines main purpose of the post at the date when it was drawn up. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

You will be required to work as part of a team in ways that ensure the health, safety and welfare of our children by:

- Supervising pupil behaviour at lunch times
- Promoting healthy eating
- Building pupils self esteem
- Encouraging cooperative play
- Some cleaning and tidying

- Dealing with minor first aid incidents (training will be provided)
- Sharing concerns with the school management as required

7. PERSONAL SPECIFICATIONS

- Willingness to undertake training to achieve required standards
- Very good understanding of Child Safeguarding issues
- To keep information and knowledge of pupils confidential within the school and not discuss events with the local community and friends
- Able to deal with sensitive information in a confidential manner
- Maintain positive and effective working relationships with pupils, colleagues and parents
- Excellent time management skills
- Calm in manner, approachable and flexible
- Be able to work effectively and professionally as part of a team
- Commitment to equal opportunities and inclusion
- Ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and display sensitivity to pupil personal needs
- Attend meetings as required from time to time
- Patience and the ability to remain calm in challenging situations
- Understanding and the ability to implement the school's Behaviour Policy and procedures

8. SPECIAL CONDITIONS

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. The post will require vetting in line with the procedures determined by the Police and Criminal Evidence Act for the protection of children and young people and is therefore subject to an enhanced DBS check and satisfactory references being obtained.