

St. Giles CE Primary School

 Achieving Through Adventure

**ST GILES CHURCH OF ENGLAND PRIMARY SCHOOL, MATLOCK**

**Job Description and Person Specification**

**Midday Supervisor**

**Job Description**

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| **Post Title:** | Midday Supervisor |
| **Location:** | St Giles Church of England Primary School, Matlock |
| **Purpose:** | To support children to enjoy a happy, healthy and active lunchtime through leading a range of play activities.This will include supervising team games, encouraging appropriate use of equipment and promoting positive behaviour and fair play. The role may also involve supervising and supporting pupils to enjoy their lunchtime meal and develop good social skills. |
| **Reporting to:** | Headteacher |
| **Liaising with:** | * Pupils
* Staff
* Headteacher/School Business Manager
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| **Hours of work:** | 7 hours and 5 minutes each week (11.45am – 1.10pm Monday to Friday) |
| **Grade:** | Grade 3 |
| **Duties:** | * Work with the senior midday supervisor to ensure the safe supervision of pupils outside on the playground/field or in the dining area/classroom
* Supervising and supporting pupils on a one-to-one basis where necessary
* To work as a team with colleagues to ensure the smooth running of lunchtimes
* Assisting in supervising pupils indoors in the event of bad weather
* Attend training opportunities as necessary i.e. First Aid and Safeguarding
* Work in a professional manner, with integrity and maintaining confidentiality at all times
* Be aware and comply with school policies in particular, Behaviour, Safeguarding and Health & Safety
* Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.
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| **Responsibilities** | * Represent and promote the ethos and values of our school
* Actively promote and act at all times in accordance with the policies e.g. Safeguarding, Behaviour, Health & Safety and Equal Opportunities
* Participate with training activities that contribute to personal and professional development
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**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | None required | Current First Aid qualification |
| **Experience** | Experience in supervising children (this could be as a parent or carer) | Experience of working with groups of children on a voluntary or paid basis |
| **Knowledge and Understanding** | Knowledge and understanding of managing groups of children safelyBe aware of and comply with policies and procedures in relation to child protection and safeguarding, reporting all concerns to the appropriate person |  Knowledge and understanding of:* Child development and social interaction
* The value of constructive play opportunities
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| **Skills**  | * Work as part of a group and individually
* Inspire trust and confidence in children
* Encourage and facilitate high standards of pupil behaviour at all times
* Remain calm in a crisis
* Good communication skills
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| **Personal Characteristics** | * Calm under pressure
* Empathetic
* Well organised
* Creative
* Enthusiastic
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