



St Peter's CofE Junior School

MIDDAY SUPERVISOR JOB DESCRIPTION

POST: Midday Supervisor

GRADE: Grade A point 3 £18,887 pro rata

Hours: 7.5 hours a week (11:45 – 1:15 Monday to Friday) 38 weeks per year

Responsible to: School Business Officer

Summary of Duties and Responsibilities:

- Be responsible for the supervision of children on the playground throughout the lunchtime break.
- Work effectively as a team and be a positive role model for others.
- Promote, and actively participate in, constructive play to ensure a positive and happy environment during the lunchtime period.
- Provide a range of appropriate creative, stimulating and fun activities at lunchtimes, which are physically active, and encouraging the children to play together; including the setting up of equipment for these activities.
- Ensure that all equipment is available, useable, fit for purpose and safe, and control the issue and return of equipment.
- Maintain effective zoning of the playground, in order to cater for a wide variety of differing needs, creating a playground environment inclusive of all children.
- Promote Safeguarding and the good behaviour and social and emotional development of pupils, including promoting inclusion of all pupils within our school.
- Support the development of the school's Behaviour Policy and ensure that it is implemented effectively.
- Respond to and record incidents of poor behaviour.
- Work in a positive way to ensure children behave well and report any concerns to the teaching staff.

- Carry out any First Aid as necessary, dealing with minor injuries and reporting more serious incidents immediately to the school office staff. Completing First Aid records and reporting any accidents to class teachers.
- Be alert to issues of Health and Safety, showing initiative to minimise risk to children and report concerns to the School Business Officer/Manager.
- Ensure that children are lined up quietly in a calm and orderly manner at the end of lunchtime.
- Check to see that all children return to classrooms, reporting any incidents to class teachers.
- When necessary, to attend meetings and participate in job-related training to improve own skills and knowledge.
- Maintain confidentiality at all times in respect of school-related matters.
- Carry out any other instructions given by the Headteacher, reasonably falling within the duties of this post.
- Follow the school's Code of Conduct for staff.

Supervision during wet playtimes:

- Supervision of the classrooms and halls to ensure children are safe and actively engaged in positive and enjoyable activities.
- Supervising of toilet / hygiene areas, ensuring that the toilet areas are used sensibly.
- Cleaning the dining room following lunch service.

Annual leave must be taken outside of term time. You will need to attend INSET day training when required.

This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MIDDAY PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualifications and Training	Good basic literacy and numeracy	Have undertaken appropriate first aid training
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of working with children</p> <p>Able to relate to and communicate well with children and adults</p> <p>Ability to work flexibly and use own initiative</p> <p>Able to work effectively as part of a team and follow instructions and guidance</p> <p>Provide a safe, creative environment and encourage community wide participation</p>	<p>Experience of working in a school environment</p> <p>Ability to organise games and activities</p> <p>Assist children in organising games</p> <p>Develop and maintain good relationships and communications with parents</p>
Work-related Personal Requirements	<p>Communicate effectively with staff and children</p> <p>Committed to equality of opportunity</p>	Experience in a Play Leader/Midday Supervisor role
Other Work Requirements	<p>Participate in training and development activities</p> <p>Able to work within guidance in all school policies, eg safeguarding, behaviour management, health and safety, equal opportunities, physical restraint, intimate care.</p> <p>Undertake other such duties as required by the Headteacher</p>	