

Grange Community Primary School
Mid-Day Supervisory Assistant
Job Description and Person Specification

Job details

Salary: Grade 1

Hours: 5 hours per week (12pm-1pm) Term Time only

Contract type: Fixed Term

Reporting to: Headteacher

Responsible for: Lunchtime Supervision

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in the lunch hall, playground, field and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher.
- Engage pupils in positive play and feedback any concerns to class teachers.
- Encourage politeness and good table manners in the lunch hall
- Model and support politeness and good table manners (including use of knife and fork)

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch hall.
- Set up and put away play equipment on the school field/playground
- Manage pupils' entrance and exit from the lunch hall in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to the Headteacher

Behaviour and Relationships

- Establish and maintain positive working relationships with all members of the school community.
- Manage pupil behaviour in accordance with the school's Relationship Policy and School Values. Report any incidents of serious misbehaviour to the classteacher or member of SLT, in line with the school's policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's Relationship policy
- Make sure children tidy up after themselves in the lunch hall and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour or learning needs.

Play

- Organise play activities to encourage pupils to play and make appropriate use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities referring to the Relationship Policy

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Attend initial Safeguarding Training and update training each year to ensure you are informed of best practice and current legislation including Keeping Children Safe in Education.
- Read weekly safeguarding updates in the Staff Briefing note.

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Grange Community Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none">• Working with children or young people• Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none">• Ability to respond quickly and effectively to issues that arise• Ability to use own initiative and take action accordingly• Effective communication with adults and children• Ability to follow instructions from senior team members• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies• Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding pupil needs• Uphold and promote the ethos and values of the school• Maintain confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact Mrs Gemma Havord (Headteacher) Via the school Office.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
