



## RELIEF MIDDAY SUPERVISOR - JOB DESCRIPTION

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| <b>Post title:</b>   | Midday Supervisor Grade 1 (casual/relief contract) |
| <b>Academy:</b>      | Selston C of E Infant and Nursery School           |
| <b>Working time:</b> | Part Time Term Time Only                           |
| <b>Pay range:</b>    | Grade 1 (£11.59 per hour)                          |
| <b>Reporting to:</b> | Head Teacher                                       |

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### Main Purpose of the job:

- To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the breakfast & after school club and school lunch breaks.

### Key Responsibilities:

- To supervise and ensure the safety of children in the dining hall
- Control queues to dining areas
- Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service
- Ensure that any spillage is removed quickly; trays are not left in dangerous positions and are wiped where necessary
- Ensure that tables are left clean and supervise return of used trays, crockery and cutlery by the children
- Ensure children leave the dining hall in a tidy condition by giving the necessary guidance to children in respect of cleaning plates, placing cutlery and crockery in trays provided and seating arrangement.
- Assist as required to relieve any 'bottle neck' at the cash till
- Arrange supervision to allow movement amongst the children within the area covered
- Ensure acceptable standards of behaviour are maintained
- Minimise the likelihood of children hurting themselves, others or damaging property
- Supervising pupils in classrooms during bad weather

### Organisation

- Take instructions from Senior Management Team (SMT) regarding the supervision of children throughout the lunchtime break.
- Supervise designated areas responding effectively to pupils and ensuring safety by following the rules set out in the Behaviour Policy.

### Administration

- Carry out routine administrative tasks e.g. completing minor incident forms
- To use class registers and operate the system designed to ensure all children receive a school meal

### Resources

- Operate relevant equipment safely (e.g. student play equipment, cleaning tools).



### **Wider Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.
  - Establish constructive relationships with colleagues, other schools within the Trust and outside agencies
- Maintain the confidential nature of information relating to the School, its students, parents and carers acting in accordance with General Data Protection Act principles at all times.

Contribute to and support the overall life, work/aims and ethos of the School.

- Attend and participate in relevant training and meetings as required.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

### **Supporting Information**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.



## Person Specification

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| Qualifications   | Essential                       | Desirable |
|--|---------------------------------|-----------|
| Good literacy and numeracy skills gained from general education to GCSE 'O' level/NVQ level 2 standard or equivalent or equivalent.<br>First Aid Training, or willingness to complete it   | ✓                               | ✓         |
| <b>Experience</b>  |                                 |           |
| Working in a school environment or other educational setting<br>Experience working with children / young people and or experience of supervising children as a parent or carer<br>Ability to supervise children effectively<br>Basic administrative experience<br>Use of general cleaning equipment  | ✓<br>✓<br>✓<br>✓                | ✓         |
| <b>Knowledge &amp; Understanding</b>   |                                 |           |
| An understanding of how children develop<br>Knowledge of how to support children in literacy and numeracy<br>Knowledge of behaviour management techniques<br>Knowledge of how to help adapt and deliver support to meet individual needs<br>Knowledge of guidance and requirements around safeguarding children<br>Dealing with confidential and sensitive information in accordance with data protection principles.<br>Understanding of health and safety issues | ✓<br>✓<br>✓<br>✓<br>✓<br>✓      |           |
| <b>Skills</b>  |                                 |           |
| Skills and expertise in understanding the needs of all pupils<br>Active listening skills<br>Good literacy, numeracy verbal communication skills<br>Taking an active involvement in medium-term planning<br>Sensitivity and understanding, to help build good relationships with pupils and adults.<br>Ability to work independently as well as part of a team<br>Ability to communicate with all departments in school, especially the pupils                      | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ |           |
| <b>Commitment to</b>   |                                 |           |
| Enjoyment of working with children<br>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school<br>Commitment to safeguarding pupil's wellbeing and equality<br>Updating professional skills and knowledge through continuing professional development  | ✓<br>✓<br>✓<br>✓                |           |
| <b>Interpersonal Skills</b>  |                                 |           |
| Resilient, positive, forward looking and enthusiastic about making a difference<br>Capacity to inspire, motivate and challenge children and young people<br>Self-motivation, flexibility and enthusiastic approach to work<br>The ability to remain calm in stressful situations   | ✓<br>✓<br>✓<br>✓                |           |