**Midday Supervisor – Job Description and Person Specification**

**Responsible to:**  Headteacher

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| **Salary**: SP1/2 |
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**Hours**: 5 days a week from 11.15am - 1.15pm

**Reports to**: Headteacher

**Purpose of the post**

* To be responsible for the supervision of pupils in a given area of the school during the midday break.
* To ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities.
* To be responsible for the health, safety, conduct and well-being of all pupils and in particular those in the class allocated under the duty rota.
* Cleaning of catering areas to the required standards.

**Main Duties**

* To supervise and manage pupils during the midday break, in dining areas, about the

school premises and in play areas.

* To assist and direct pupils in the dining areas and elsewhere, dealing with incidents of behaviour not meeting school standards and referring matters to SLT when necessary.
* To assist as directed with the maintenance of orderly arrangements both for taking of the school meal and the use of the buildings and other areas by pupils.
* To assist as directed with arrangements for the administration of the taking of the school meal.
* At all times to carry out responsibilities/duties with due regard to the Schools equal opportunities employment policy.

**General Duties:**

* To prepare the dining area, which may include moving and setting up furniture, setting trolleys and dismantling as required.
* To serve food according to the type of operation as directed
* To ensure a high standard of personal hygiene and cleanliness, that complies with service standards and statutory requirements.
* Work as part of a team
* To ensure that pupils eat their meal in a socially acceptable manner, - talking quietly to pupils either side of them.
* To encourage pupils to be independent in clearing away after a meal and to teach the pupils to keep the floor area clean.
* To establish constructive relationships with pupils and interact with them according to individual needs.
* To ensure that pupils are dressed appropriately for the weather during play times.
* To ensure the delivery of a variety of creative and physical play opportunities in a safe and caring environment for all children.
* To communicate any general concerns to the Classroom Teacher at the end of lunch time.
* To contribute to the overall ethos, work and aims of the school.
* To attend and participate in regular meetings, trainings and other activities as required.

**Other General Requirements:**

* This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
* This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
* Enhanced DBS check.
* The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.

**Person Specification**

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|  | Specific Criteria |
| Experience | * Experience of working with young children Desirable * Experience across EY, KS1 & 2 * Experience of working with children who have a wide variety of educational needs |
| Knowledge & understanding of | * Ability to organise and manage playground games * Ability to relate well to children and adults * Ability to work as a member of a team or alone * Can manage the behaviour of pupils in a reasonable manner * Basic understanding of child development and learning * Has a caring positive attitude towards pupils welfare * Ability to relate to pupils with special educational needs * Can maintain trust and confidentiality where appropriate * Ability to use initiative * Awareness of Equal Opportunities Policies and Health and Safety Policy * Reliable and punctual * Appropriate knowledge of first aid * Flexible, prepared to undertake other tasks associated with the post |
| Skills in | * Positively promoting the school aims * Ensuring positive pupil attitudes * Working as part of a team * Establishing and developing effective relationships with parents and the wider community * Communication * Creating a positive environment |