



WILMINGTON GRAMMAR SCHOOL FOR GIRLS
Parsons Lane Wilmington Kent DA2 7BB
Telephone: 01322 226351

MIDDAY SUPERVISOR

Salary: Grade 3 (point 11-12)
Hours: 10 hours per week – Monday to Friday 11.55 – 1:55pm and Wednesday 11.15 – 1.15pm
Start Date: End of November 2023

Job content

As part of a team, assist the Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school in accordance with the general instructions of the Headteacher.

Principal accountabilities

- Supervision and control of pupils in the playground and about other school premises.
- Associated ancillary duties.
- Supervision and control of pupils in the dining hall, including:
 - Where appropriate, assist/supervise pupils with their general hygiene requirements prior to entering the dining room.
 - Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
 - Dealing with any behavioural issues that may occur by intervention or calling for assistance; reporting incidents to Deputy Headteacher/member of SLT/teaching staff according to severity of incident.
 - Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary.
 - Encouraging pupils to eat (including those with packed lunches), especially those with additional needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons, from information provided at the school.
 - Encouraging social skills and good table manners; ensuring safety with knives and forks.
 - Ensuring pupils tidy/clear up in a satisfactory manner.
 - Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
 - Dealing with any spillages in the dining hall in accordance with infection control procedures; ensure pupils are directed to the appointed First Aider if appropriate.
 - Sharing responsibility with other midday supervisors and/or teachers for the maintenance of order and discipline in the dining hall area.
- Supervision and control of pupils in the playground and about other school premises, including:
 - Supervision and control of the school entrance during lunch break to ensure children do not leave the school site without permission/authorisation. Check on any strangers who may enter school premises, in accordance with school guidelines; be observant of any loiterers and report to Deputy Head Teacher/member of SLT.
 - Direction of pupils to the playground and supervision of their activities and behaviour; ensuring their safety and wellbeing; providing emotional support where necessary.
 - Being aware of changes in friendships in case this leads to bullying; encouraging socialising, play etc.

- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the relevant Head of Year, a member of the Senior Leadership Team or Deputy Head Teacher.
- Supervision and control of pupils inside school premises when they are not allowed outside due to poor weather.
- Ensuring, in accordance with instructions given, that all pupils return to class at the end of the lunch period.

Associated ancillary duties, including:

- Checking toilet areas regularly to ensure pupils are not loitering or playing in toilet areas
- Reporting any damage or blockages in toilet areas to Premises staff.
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures.
- Being aware of cultural differences between pupils; dealing with any incidents of racism or sexism in accordance with agreed procedures.
- Where required, to assist with the completion of records/registers of children dining.
- Other duties of an appropriate level and nature will also be required.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications Experience	Experience of working with children and young people (either paid or unpaid).	Experience of supervising pupils in a school environment.
Knowledge	Knowledge of basic Health and Safety and First Aid.	A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.
Skills & Ability	Effective communication skills. Ability to work effectively as part of a team and to apply given instructions. Ability to react calmly and quickly in an emergency.	

Special Conditions of Service:

Whilst every effort has been made to explain the main duties and responsibilities of the post, the above list of duties is not exhaustive.

This post is subject to an Enhanced DBS check (with Barred List)

As a Trust we strive to promote a culture and working environment which embraces individual acceptance, respect and inclusion.