

The Oaks Infant School

Job Description: Mid Day Supervisor

School: The Oaks Infant School

Name:

Grade: Kent Range 2

Responsible to: Line Manager

Purpose of the Job:

Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

Key duties and responsibilities:

1. Plan, resource and lead playground games and work with the Playground Leaders to provide engaging, physical activities for the pupils.
2. Select and organize the cutlery and beaker in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
3. Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
4. Ensure pupils eat meals and are positioned in an orderly fashion to maintain safety and wellbeing of the pupils (this may include checking that the pupil has or is provided with a drink and/or that sufficient amounts of their meal has been eaten).
5. Ensure plates, etc., are cleared in an appropriate manner to maintain a clean and tidy environment.
6. Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.
7. Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
8. Operate, where applicable, a first aid service, during the lunchtime to deal with any accidents that occur safely and quickly.
9. When appropriate, have a flexible role to work with different children.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. For KCC purposes this post has been rated as DMA Level 1

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Person Specification: Midday Supervisor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

| | CRITERIA |
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| QUALIFICATIONS | <ul style="list-style-type: none">• You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications.• First Aid qualification would be an advantage. |
| EXPERIENCE | <ul style="list-style-type: none">• None.• Previous experience of working with children would be an advantage. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Ability to communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.• Ability to recognise and deal with emergency situations.• May require knowledge to enable the post holder be responsible for the safe use of equipment.• Ability to interact and have fun with pupils through playing games, whilst maintaining an oversight of their safety.• Ability to manage behavior and conflict resolution in a calm manner, following school policy. |
| KNOWLEDGE | <ul style="list-style-type: none">• Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.• Knowledge of school's policies, including Behaviour Management. |

Organisation

The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

Signed

.....Date.....
(Postholder)

Signed

.....Date.....
(Headteacher)