



JOB DESCRIPTION

Midday Supervisor (The Downs CEP)

The Federation of The Downs and Northbourne CEP are looking to appoint a midday supervisor to join our team at The Downs CEP as soon as possible.

Are you an enthusiastic and self-motivated person?
Do you think you would be interested in being a midday supervisor?

We are looking to appoint an enthusiastic Midday Supervisor to work within our dedicated team. The position is term time only and is for 5 hours 50 minutes per week. The position is available at The Downs CEP School in Walmer.

The successful candidate will be committed to providing our children with a calm and positive lunchtime experience that is safe, sociable and fun.

The successful candidate will be responsible for supervising the children in the dining hall and will be expected to support them in maintaining a clean and safe environment.

Outside, the successful candidate will support the children with their play and foster positive, professional relationships.

Interview process

Deadline for applications: Thursday 7th November 2019 (12 noon)

Shortlisting: Friday 8th November 2019

Interviews: Week beginning 11th November (TBC)

If you decide to apply for this post, please complete the application form. Your supporting statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the Person Specification.

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact the school office on 01304 372486 or email secretary@thedowns.me

In April 2019, The Federation of The Downs and Northbourne CEP schools became a founding member of the Deal Education Learning Alliance Trust (DEALT) which is a MAT comprised of seven local primary schools within Deal and the surrounding villages. This unique and exciting collaboration of local schools work together to ensure the very best outcomes for all pupils and their families within our town. Whilst your MDS post will be at The Downs CEP, your contract will be with DEALT.

The successful candidate(s) will have to meet the requirements of the person specification and will be subject to an enhanced DBS check. Only applications submitted on the Kent Teach application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.

The Federation of The Downs and Northbourne CEP Schools is committed to the protection and safety of its pupils. Any job offer will be subject to a satisfactory DBS check, two references and proof of qualifications.



The Downs Church of England Primary School

Midday meal supervisor

Job description

Job family	Meals supervisor
Grade	Kent range 2
Date	Revised Summer 2019

Primary Purpose of the role:

- To work with the Head teacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement and ensuring an environment for teaching and learning that empowers pupils to achieve their highest potential.
- Each Midday Supervisor will be allocated areas and / or pupils for whom they will be responsible each day. This could vary from day to day on a rota basis.
- The main areas of work responsibility will be the dining rooms and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal.
- To maintain a good standard of behaviour, ensure that the school's Behaviour Policy is followed at all times
- To act as a responsible, caring adult with the health, safety, and welfare of the children always in mind;
- To conduct themselves in a way which commands respect; and must see that the children behave at all times sensibly, safely and appropriately
- Ensure that they are aware of policies and procedures for First Aid, Safeguarding, Health and Safety and Child Protection
- Work effectively as a team to ensure the best possible experience for the pupils
- Undertake any training or professional development to support the role.

Specific responsibilities include:

- To check daily for messages in the contact book, before the start of the shift.
- Supervision of dining areas
- Managing queues, transitions and arrangements to and from dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- See that any spillage is removed quickly.
- Supervise return of used plates and cutlery by the children.
- Ensure the pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.
- Assist with the removal of tables at the end of lunch.
- Supervision of children during transition time.
- Arrange supervision so you move around amongst the children within the area being covered.
- Ensure acceptable standards of behaviour are maintained.
- Encourage positive play, lead games or activities.
- Promote children's wellbeing at all times
- Liaise with other staff, teachers and Head teacher regarding any incidents or concerns
- Complete any logs or paperwork as required
- Adhere to school policies and any school-specific procedures that apply to this role.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Head teacher.

Signed..... (Headteacher)

Date.....

Signed..... (Midday supervisor)

Date.....



**Midday meal supervisor
Person Specification**

	Essential	Desirable
Qualification	<ul style="list-style-type: none">• Basic skills in English and Maths	<ul style="list-style-type: none">• GCSE C grade or equivalent in English and Maths• Childcare qualifications.• Sport coaching qualification.• Current First Aid Qualification
Experience	<ul style="list-style-type: none">• Experience of supervising children as a parent or carer	<ul style="list-style-type: none">• Experience of supervising children in a school setting or similar
Knowledge and Skills	<ul style="list-style-type: none">• Good communication skills• An understanding of and commitment to equal opportunities for all children• An understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards• An understanding of effective procedures for managing and promoting positive behaviour among young children• An understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils	<ul style="list-style-type: none">• A knowledge and understanding of child development and social interacting• A knowledge and understanding of the value of constructive play opportunities
Personal Qualities	<ul style="list-style-type: none">• Warmth, enthusiasm, commitment, energy and determination to inspire others to achieve high standards• Excellent timekeeping• Commitment to 100% attendance• Ability to inspire trust and confidence in children• Ability to encourage high standards of pupil behaviour at all times• Ability to observe the boundaries of the role and respect confidential information• Ability to initiate games and activities appropriate to the age of the children• Ability to relate to children on their level• Good organisational and interpersonal skills• Ability to work positively and sensitively with children, parents and other stakeholders• Ability to work constructively as part of a team to develop good personal relationships• Ability to deal with minor injuries• A commitment to personal development and training	

Evidence that the candidates meet the essential requirements will be considered during shortlisting from the application form and any personal statement provided.

At interview, candidates will be expected to answer questions about the teaching standards, along with personal qualities and skills and other areas not highlighted in application form or statement. The interview will also explore issues relating safeguarding and promoting the welfare of children.