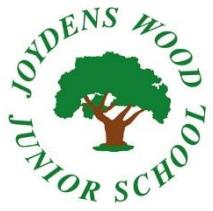


Job Description – Mid-day Supervisor (MDS)



Job Title:

Mid-day Supervisor (MDS)

Responsible to:

Senior Mid-day Supervisor, Deputy Headteacher, Headteacher and the Governing Body of the school

Responsible for:

None

The MDS must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. The MDS must maintain appropriate professional boundaries and respect the unique position of trust as a MDS at all times.

Purpose of the Job:

Supervise the pupils during the lunchtime period to minimise any disruption, ensure their wellbeing and maintain their safety. In the classroom and the playground, taking into consideration safeguarding, the health, safety and welfare and emotional well-being of all the children.

The role also includes the encouragement, promotion and leading of positive structured activities that engages pupils.

Scope for Impact:

Support staff in schools make a strong contribution to pupils' learning and achievement; as lunchtime is an unstructured part of the school day this role will need to ensure pupils are supported appropriately. The role will ensure that pupils are allowed to develop their independent and self-care skills. It will also provide our children with opportunities to engage in a range of activities to promote positive social interaction.

To provide excellent welfare support so all pupils feel safe, secure and happy at our school.
To support and be involved in the constant development of the school in all areas and aspects.

Key duties and responsibilities:

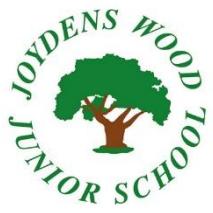
MAIN DUTIES AND RESPONSIBILITIES

- Put out tables and chairs in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
- 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.
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. (Depending on the type of school, this may include checking that pupils have or are provided with a drink and/or that sufficient amounts of their meal has been eaten).
- Assist pupils, as necessary, during the meal break to ensure their wellbeing, (this may include providing them with a drink, helping with spillages, cutting up food and caring for pupils personal needs).
- Ensure plates etc.. are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for further sittings where applicable
- 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.
- Assist in collecting pupils from collection points 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.
- Prepare area and supervise children eating meals outside when the weather allows
- Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.
- Be proactively engaged in helping children to devise and play appropriate playground games and identify equipment.
- Be responsible for the use of and storage, tidiness and maintenance of the lunchtime play equipment.
- Ensure that during wet play, resources are not wasted and classrooms are tidied and resources put away.
- Respond to children appropriately when they ask for help, and encourage them to resolve their differences amicably.
- Actively encourage courteous and considerate behaviour in the playground
- Organise children at the end of play so they are in a calm and orderly fashion to hand over to teaching staff.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality, reporting all concerns to an appropriate person
- Report serious concerns or incidents to a senior member of staff and follow correct reporting procedures.
- Participate in training and other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Fulfil any other duties that may be reasonably required by the school's senior management team.
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- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider professional responsibilities.
- To ensure that school policies are reflected in daily practice.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Maintain confidentiality at all times.
- Understand the importance of sharing values.
- Recognises health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.

Person Specification



CRITERIA	
QUALIFICATIONS	<ul style="list-style-type: none"> • You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications. • First Aid qualification would be an advantage.
EXPERIENCE	<ul style="list-style-type: none"> • Successful recent experience of working with children of relevant age. • Previous experience of working with children and families. • A basic understanding of child development.
PHILOSOPHY & BEHAVIOURS	<ul style="list-style-type: none"> • Passionate about primary education. • A positive approach, encouraging pride in all aspects of school life. • A commitment to learning about learning. • A commitment to developing independence and creativity.
SKILLS AND ABILITIES (incl. Personal Skill)	<ul style="list-style-type: none"> • Ability to communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities and deal with social difficulties between children. • Ability to recognise and deal with emergency situations. • Excellent communication, listening and observation skills. • Ability to deal with difficult/sensitive situations. • Ability to manage confidential information. • Positive attitude to change. • Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations. • Ability to work on own initiative and motivate others • Ability to form caring and positive relationships with children and adults • Have a creative approach to problem solving and use this to inspire and motivate pupils. • A good team player. • Reliable & Punctual. • Good sense of humour.
KNOWLEDGE	<ul style="list-style-type: none"> • May require knowledge to enable the post holder be responsible for the safe use of equipment. • Knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable. • Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting • Willingness to reflect on own performance. • Thorough knowledge and understanding of safeguarding children.

OTHER REQUIREMENTS

- Commitment to own professional development.
- Commitment to effective practice within an inclusive environment.
- Prepared to undertake training relevant to the post.
- Commitment to all aspects of equal opportunities in principle and in practice.

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____