

ST JOHN'S CHURCH OF ENGLAND (VC) PRIMARY SCHOOL, SEVENOAKS

Mrs Sally Quirk
Headteacher

Tel: 01732 453944
01732 740552



Bayham Road
Sevenoaks
Kent
TN13 3XD

email: secretary@st-johns-sevenoaks.kent.sch.uk
website: www.stjohnssevenoaks.co.uk

JOB DESCRIPTION

Job Title:	Middy Supervisor
Reporting to:	Headteacher
Start Date:	October 2020

Job description current at date shown but, following consultation with successful applicant, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

We are seeking to appoint an enthusiastic and adaptable Middy Supervisor

General responsibilities:

To be responsible for children from ages four to eleven during their lunchtime break

Supporting St John's CEP School in the creation of a happy, secure and orderly environment

To supervise the children whilst in the dining room, playground, or classroom during wet play

Ensuring children play safely with consideration for others

Ensuring good behaviour and manners are observed at all times through positive behaviour management

Ensure that appropriate language is used throughout the school

Incidents of bad behaviour to be reported to the Senior Middy Supervisor, who will record these and if necessary feed back to the class teacher or teaching assistant

Reporting immediately to the Headteacher, Deputy headteacher or Class Teacher, any serious incidents, e.g., swearing, fighting

Notify Class Teacher, Teaching Assistant or Senior Middy Supervisor, of any child causing concern, e.g., excluded from the other children, not joining in games, possibly being bullied etc.

Any concerns relating to Child Protection should be passed on immediately to one of the Designated Safeguarding Leads and a report form completed

Treat all children and adults as individuals and respect their rights, values and beliefs

Encouraging, praising and positively reinforcing good relationships and behaviours

Minor first aid dealt with by anyone on the playground

- refer to designated First Aider or the School Office if further aid is required
- any first aid matters should be recorded following the school guidelines.



Dining Hall duties

Monitor all packed lunch and school meal children

Dismiss the children when they ask politely to leave

Ensure the children clean their plates, cups, etc., in an orderly fashion, and then send them out to play. Monitor the table and empty the waste food as and when required

Assist with wiping tables as necessary

When the majority of the class/year group have completed their lunch, resume supervising elsewhere as required for the remainder of the lunchtime session

Assist with indoor activities if wet play

Give sufficient notice to the School Office (01732 453944) if you are going to be absent for any reason, in order that relief cover can be organised.

Playground activities

Assist in setting out and packing away the various games and activities as instructed

Support the children in actively participating in the activities

Notify the Class Teacher/Teaching Assistant of any child not participating or excluded on a regular basis

Provide feedback to Senior Midday Supervisor on the success or otherwise of the different activities and if any resources need replacing.

Any other reasonable task or duty as directed by the Headteacher.

Additional Duties

To undertake training as necessary

To follow procedures with regard to evacuation and emergency procedures

To take reasonable care of his/her own health and safety and that of others who may be affected

To continue personal development and address targets as agreed at appraisal

To undertake any other duties as specified by Headteacher / Senior Leadership Team not mentioned above.

To play a full part in the life of the School Community to support its aim and ethos

To adhere to and promote the School's policies

To inform Site Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.

To show a record of excellent attendance and punctuality

Duties listed above are in no order of priority and are not exhaustive. This job description sets out in general terms the normal duties which the PostHolder will be expected to undertake. However, the job description or duties there in may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

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PERSON SPECIFICATION

	CRITERIA
QUALIFICATIONS	<p>You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications.</p> <p>First Aid qualification would be an advantage</p>
EXPERIENCE	<p>None</p> <p>Previous experience of working with children would be an advantage</p>
SKILLS AND ABILITIES	<p>Ability to Communicate with pupils during midday breaks, e.g., to encourage healthy meal selection, oversee play activities.</p> <p>Ability to recognise and deal with emergency situations</p> <p>May require knowledge to enable the postholder be responsible for the safe use of equipment</p>
KNOWLEDGE	<p>Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.</p> <p>Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety</p>

