



## CALLIS GRANGE AND INFANT SCHOOL

### MID-DAY SUPERVISOR

### JOB SPECIFICATION

- To work 6¼ hours per week (1¼ hours per day), term time only.
- To promote and safeguard the welfare of all children.
- Undertake training as required to ensure high quality delivery of policy and procedure
- To work alongside the other Mid-day Supervisors in preparing the hall for school lunches. (This does not include tables and /or chairs).
- To take total responsibility for children either in the hall or, for those who have sandwiches, within a classroom. (This could be up to thirty children maximum.) This would involve:
  - supervising the children during eating ;
  - ensuring, after eating, that the dining area is clean and tidy
  - ensuring appropriate table manners;
  - supervising the toilet areas as appropriate;
  - preparing the children for outside play;
  - ensuring on wet days the children are appropriately occupied and supervised;
  - attending to sick children.
  - attending to any health and safety requirements.
- To work alongside other Mid-day Supervisors within the outdoor areas. This would involve:
  - supervising a specific area of the outdoor area ensuring pupils safety ;
  - teaching the children playtime games as appropriate; being involved in Active Play;
  - ensuring the Behaviour Policy is adhered to;
  - liaising with the Class Teacher at the end of the lunchtime with regard to any concerns.
- Maintaining confidentiality at all times.
- Recognising and dealing with emergency situations.
- Adhering to school policy.
- Following the “Procedures for Mid-day Supervision” as laid down by the school. (These would be discussed on appointment.)

## **Qualifications and Experience**

Previous specific experience or qualifications are not required although previous experience of working with children would be an advantage. Recent school leavers will require evidence of basic educational achievements or qualifications.

A First Aid qualification would be an advantage.