

Kent County Council- Pembury Primary School

Job Description: Mid Day Supervisor



School: Pembury Primary School

Grade: Kent Range 3

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. To support pupils in developing positive friendships and make healthy choices.

Key duties and responsibilities:

1. Put out tables (where applicable) and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
2. 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.
3. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
(This may include checking that pupils have a drink and that sufficient amounts of their meal have been eaten).
4. Clean and tidy equipment at the end of each session.
5. Assist the 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).
6. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
7. 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.
8. Assist in collecting pupils from their 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.
9. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

10. To support the school's behaviour system in your approach to incidents and make sure significant incidents are communicated to the appropriate member of staff.

11. To support pupils to resolve friendship issues at playtime through a calm, non-judgmental approach.

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

Kent County Council

Person Specification: Mid Day 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
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>Safeguarding training will need to be undertaken annually-facilitated by the school.</p> <p>First Aid qualification would be an advantage.</p> <p>Team teach (positive handling) would be an advantage.</p>
EXPERIENCE	<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>Coaching skills to support pupil conflict and enable them to come to a resolve.</p> <p>Ability to recognise and deal with emergency situations.</p> <p>May require knowledge if responsible for the safe use of playtime equipment.</p>
KNOWLEDGE	<p>Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.</p>