



Grange Park School
Borough Green Road
Wrotham
Kent
TN15 7RD



JOB DESCRIPTION

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| JOB TITLE | Mid-Day Supervisor |
| WORKING PATTERN | 2 hours per day 12.00pm until 2.00pm (Monday to Friday) 10 hours per week 38 weeks per year term-time + 10 hours INSET training |
| SALARY POINT | Kent Scheme Band 3 plus Special Needs Allowance Kent Range 3 £4,086 pa (Full Time £18,039 pa) plus a Special Needs Allowance of £293 pa (Full time £1,296 pa) |
| LIASION WITH | Cook in Charge and then the Business Manager and/or Senior Leadership Team. |
| LOCATION | Grange Park School, Borough Green Road, Wrotham, Kent, TN15 7RD or Grange Park School at Stansted, Malthouse Road, Stansted, Sevenoaks, Kent, TN15 7PH |
| DATE: | July / September 2021 |

JOB PURPOSE:

As part of the structured team providing additional lunchtime care for children, supervise the pupils during the mealtime period to minimise any disruption, ensuring their wellbeing and maintain their safety.

FIVE KEY AREAS OF RESPONSIBILITIES:

1. Core Duties & Responsibilities

- To start duty promptly at 12 noon.
- To work under the Cook in Charge and being responsible for children's safety and wellbeing at all times during the lunchtime.
- To supervise children's admission to the Dining Room and seating.
- To encourage children to eat their meals and report to the teacher if children repeatedly do not eat their meals.

- To supervise behaviour of children in the Dining Room so that they eat in a reasonable and sensible fashion.
- To clear up breakages or spillages immediately they occur and to make sure that any food is picked up immediately if likely to cause a hazard.
- To supervise playground behaviour and to make sure that supervision is spread sufficiently around the building to cover areas where bad behaviour can easily take place.
- Show initiative when encouraging children to engage in play activities.
- To administer elementary first aid and to send or accompany children to the office if the injury is of a more serious nature.
- Always inform a colleague if you have to leave the playground for any reason.
- To undertake annual training on child protection and to refer any concern regarding children's safeguarding to the Child Protection Officer, the Headteacher
- To complete first aid training and to apply this as required.

2. Support for the School

- Participating in relevant training to ensure own continuing professional development
- Assist in the induction of new staff and by sharing expertise and knowledge
- Potentially oversee and mentor more junior staff

3. Professional Collaboration and Liaison (Colleagues and Parents)

- To liaise with parents/carers where appropriate and as requested by Progress Leader / Leadership Team.
- To attend meetings, training and development activities, as required by the Senior Leadership Team, with overtime available if necessary.
- To take part in relevant training/CPD to help build a greater understanding of supporting pupils to improve their learning.
- Maintain high levels of professional conduct at all times
- Undertake any reasonable requests as negotiated with the line manager.
- Support the ethos and aims of Grange Park School.

4. Maintaining Pupil Well-being

- Promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth
- To assist in the physical well-being of the pupils, where appropriate
- To assist in the implementation of individual programmes and strategies from the Therapy Team.

5. Statutory Responsibilities

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation
- The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- To be flexible and carry out any such other duties as may be reasonably be required by the Headteacher / SLT

- At all times operating within the schools Equality policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people.



Person Specification Mid-Day Supervisor

| | <u>Essential</u> | <u>Desirable</u> |
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| Skills and Experience | <ul style="list-style-type: none"> • Professionally discrete and able to respect the confidentiality on particular issues • The ability to work well in a team and independently • Excellent communication skills and the ability to communicate with pupils • Flexibility and adaptability • Ability to encourage healthy meal selection, oversee play activities. • Ability to recognise and deal with emergency situations • Be able to use initiative to deal with any issues that arise and adapt to situations accordingly | <ul style="list-style-type: none"> • Experience of working successfully with young people in an educational setting. • Experience of working with pupils with ASC and associated Learning Disabilities • Specific knowledge of ASC and/or ADHD |
| Knowledge and Understanding | <ul style="list-style-type: none"> • Knowledge of school procedures for supervision of pupils during midday break and lunchtime activities | <ul style="list-style-type: none"> • Knowledge and understanding of working with young people • Knowledge and understanding of child protection and safeguarding practices and protocols • Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information |

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| Qualifications | <ul style="list-style-type: none"> • You will not need previous specific experience or qualifications • Evidence of basic educational achievements or qualifications | <ul style="list-style-type: none"> • First Aid qualification would be an advantage |
| Personal Attributes | <ul style="list-style-type: none"> • Ability to engage constructively with, and relate to, a wide range of young people and children from different backgrounds • A positive attitude with a high level of motivation, positive attitude and commitment • Desire to further develop the school's ethos. • Ability to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability to motivate and enthuse pupils. • Ability to manage pupil behaviour • Ability to work effectively as a member of a team and display excellent interpersonal skills. • First class communication skills on all levels. • Organised, motivated and enthusiastic. • Willingness to play a part in the wider life of the school • Confidence, liveliness, tenacity, flexibility, adaptability and resilience. | |
| Other factors | <ul style="list-style-type: none"> • Must satisfy relevant employment checks | |
| Requirements from confidential references | <p>Written reference(s) only</p> <ul style="list-style-type: none"> • Confirmation of professional and personal knowledge, skills and abilities. • Positive recommendation from current employer. • Good health and attendance record. | |

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.