Job Title:

Midday Supervisor

SALARY INFORMATION:					
Hours: 13.75	**Weeks:** 38	**Range:** 3	£18,425 pro rata	**Allowances:**	NONE
Hours of Work:	Mon - Fri: 7.15am to 8.30am and 11.30am to 1pm				

Employment

The post holder is expected to work within the rules and regulations laid down in the current "Kent Scheme" manual. The Headteacher will take notice of advice given by professional associations.

The post holder will demonstrate a commitment to the aims, vision, development plan and policies of the school. In return the management are committed to support in the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do.

The post holder will share responsibility for identifying their own individual training needs and will demonstrate a commitment to work collaboratively and co-operatively to fulfil these.

Deployed by: Deputy Headteacher

Accountable to: Deputy Headteacher

Appraiser: Deputy Headteacher

1. PURPOSE OF JOB

- To actively promote physical development.
- To supervise pupils during the lunch period and provide a range of play, educational and social activities to enhance pupil wellbeing and contributing to the management of pupil behaviour.

2. DIMENSIONS

Budget: NONE

Subordinates: NONE

3. PRINCIPAL ACCOUNTABILITIES

- To initiate, facilitate and encourage pupil participation in a varied programme of group play / games / activities.
- To prepare, utilise and tidy away a range of equipment, materials and resources to provide innovative / creative activities which engage and motivate children.
- To assist pupils as required during the lunch period to ensure their wellbeing.
- To encourage positive interaction and play between pupils to promote inclusion and sharing.
- To encourage good behaviour in accordance with agreed school behaviour policies and playground rules.
- To report any incidents to the class teacher to ensure continuity / communication between the playground and the classroom.
- To work safely and encourage safe behaviour from children, demonstrating an awareness of health and safety regulations.
- To provide first aid treatment, recording any accidents that occur in accordance with school procedure.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

4. JOB CONTEXT

a) CONTACTS AND RELATIONSHIPS - Internal contacts: Teachers, support staff and pupils

b) DECISIONS -

i. Discretion **–** The post holder works within clearly defined rules and procedures.

ii. Consequences **–** The post holder's decisions will have a limited and short-term effect.

c) WORK ENVIRONMENT

i. Work demands **–** Work tasks are interchanged but the set programme is not normally interrupted.

ii. Physical demands **–** The post requires normal physical effort. However, there may be occasions when awkward postures and / or some lifting and handling are required.

iii. Work context **–** The work involves regular contact with staff and pupils, and there may be some occasions of conflict in the conduct of pupils. It is anticipated however that this would be minimal, and that the post holder would seek assistance.

5. ORGANISATION

(not Line Management responsibilities)

Headteacher
|
Deputy Headteacher
|
Active Lunchtime Leader

Agreed By ……. Post Holder	Approved By …….. Manager

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"Where Children Come First"

Midday Supervisor

PERSON SPECIFICATION

Skills Required:

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	• None. • First Aid qualification would be an advantage.
Experience	• Previous experience of working with children.
Skills and Abilities	• Ability to communicate, motivate and engage pupils. • Practical skills in relevant activities – games / indoor and outdoor play / art / craft. • Ability to manage behaviour in accordance with agreed school procedures. • Ability to recognise and deal with emergency situations. • Ability to lead pupils in group activities.
Knowledge	• Knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable. • Demonstrate an understanding of confidentiality and child protection issues in a school setting.