

## **SEFTON METROPOLITAN BOROUGH COUNCIL**

### **JOB DESCRIPTION**

**School:** English Martyrs Catholic  
Primary School

**Post:** Midday Supervisor

**Grade:** NJC Local Government Grade A

**Section:**

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**Responsible to:** Head teacher

**Responsible for:** Supervision of children at lunchtimes

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### **JOB PURPOSE**

To ensure the security, safety and well-being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

### **MAIN DUTIES**

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the Senior Supervisor at beginning of the lunch period and receive any instructions with regard to duties.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Supervisor as appropriate.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise appropriate play and physical activities under the direction of the Senior Supervisor.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

#### **Dining Hall**

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands.
- To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:

- promoting and ensuring good behaviour and a calm atmosphere, deal with any misbehaviour that may occur in accordance with the school's behaviour policy, addressing issues calmly and politely and in doing so being a role model to the children.
- Report, as appropriate, incidents to the teacher/head teacher.
- To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tins, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

### **Playground**

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.
- To check on any strangers who may enter the school grounds and report any concerns to the coordinator.
- To ensure that pupils who leave the school site have permission to do so.

### **School Premises**

- To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on stairs and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.
- To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Co-ordinator.
- To take part in training appropriate to the job of midday supervisor.
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job.

### **Child Protection**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Sefton Safeguarding Children's Board and the school's safeguarding and child protection policy.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

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**PERSON SPECIFICATION**

**Post:** Middy Supervisor

**School:** English Martyrs Catholic Primary School

	Essential (E) or Desirable (D)
<b><u>Skills</u></b> <ul style="list-style-type: none"><li>• Ability to work effectively within a team environment</li><li>• Ability to promote a positive ethos and role model positive attributes</li><li>• Ability to supervise and organise pupils.</li><li>• Ability to manage behaviour in a calm and positive way.</li><li>• Ability to main written records.</li><li>• Ability to work with children with special needs in line with school policies and ethos.</li><li>• Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li></ul>	E E E E E E E
<b><u>Knowledge and Understanding</u></b> <ul style="list-style-type: none"><li>• Knowledge of basic Health and Safety and First Aid.</li><li>• A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.</li><li>• Knowledge of different techniques for supporting children with special needs.</li></ul>	E E D
<b><u>Qualifications and Training</u></b> <ul style="list-style-type: none"><li>• Experience of working with children and young people (either paid or unpaid).</li><li>• Willingness to participate in relevant training and development opportunities</li><li>• Willingness to undertake appointed person certificate in first aid administration</li></ul>	E D D
<b><u>Professional Values and Practice</u></b> <p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"><li>• Effective communication and interaction skills.</li><li>• Emotional resilience in working with challenging behaviours.</li><li>• Appropriate attitudes to use of authority &amp; maintaining discipline.</li></ul>	E E E

*The postholder will undergo an enhanced DBS check – individuals on the ISA barred list should not apply.*