

Senior Midday Supervisor

Job Description

Post title:	Senior Midday Supervisor
Reports to:	Office Manager
Location of the post:	HCAT Thoresby Primary School
Grade:	3

Main Purpose of the Post

To organise and participate in the supervision of individual and groups of children during lunch, break periods and on school outings under the general direction of a Headteacher or responsible person.

Roles and Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To organise staff to ensure children are effectively supervised.
3. To assist in securing the good order and safety of students around the school site including orderly queuing for lunch and appropriate behaviour whilst eating lunch.
4. To deal with inappropriate behaviour in line with the school policies and procedures including the completion of appropriate paperwork/completion of behaviour records.
5. Supervises pupils prior to and after school sessions.
6. Organise and participates in pupil related activities.
7. To ensure the dining area is prepared appropriately for lunchtime.
8. Supervises pupils at mealtimes.
9. Supervise toilet activities.
10. To deal with minor accidents, administering emergency first aid as required and taking necessary action in the case of serious incidents.

Responsibility

1. Responsibility for Staff:

Supervision of lunchtime staff

2. Responsibility for Customers/Clients:

The postholder is responsible for the health, safety, welfare and behaviour of students on the school site during the lunch period.

The postholder is responsible for ensuring good order in the dining area and around the school site.

3. Responsibility for Budgets:

None

4. Responsibility for Physical Resources:

The postholder is responsible for the day to day care and cleanliness of the equipment in the dining areas.

Decision Making

Adopting approaches that engage children and ensure appropriate behaviour

When to report incidents

Contact with children

This post involves daily contact with children in a school setting and has high safeguarding responsibilities.

Contacts and Reason for the Contact:

1. Within the School

The postholder will supervise and instruct pupils as necessary.

The postholder will liaise with Teachers and members of the Senior Leadership team as required.

2. Within the Trust

none

3. With External Bodies to the Trust

None

Risks to health

Physical demands –medium risk due to occasional need to assist with setting up/clearing away at lunchtime

Working conditions – occasional risk of pupil related behaviour

Emotional demands – occasional risk due to contact with pupils with difficult/sensitive personal circumstances

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be

commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCA requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCA requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	First aid qualification Safeguarding Level 1	C C		
EXPERIENCE	Experience working in a school or educational experience	AF, R		
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children and young people Knowledge of when to intervene to ensure children's behaviour is appropriate. A knowledge and commitment to policies and procedures relating to the attitudes to learning and expected behaviour within the school	R, I R, I I		

SKILLS	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	R, I		
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	R, I		
	Ability to manage a small team of support staff to supervise children.	R, I		
	Ability to organise activities that engage children.	R, I		
	Ability to use own initiative and prioritise work	R, I		
	Ability to interact using influencing skills, negotiating and training pupils in order to achieve desired outcomes	R, I		
	Ability to discuss difficult situations and personal information with parents/carers	R, I		
PERSONAL QUALITIES				
OTHER REQUIREMENTS				

*Key: AF=application form; I=interview; T=test; P=presentation; R=references