

Harrold Primary Academy

Job Description Midday supervisor

Job Title	Midday supervisor
Responsible to	Academy Principal
Pay Grade	NJC Pay Grade 1C 1 -2
Hours	6 Hours per week, Term time only + 5 CPD days

Job purpose
To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils
Main duties and responsibilities
<p>Main duties and responsibilities:</p> <ul style="list-style-type: none"> • Assist in the setting up of the dining areas. Wiping down of tables and assisting of clearing the dining areas. • Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food. • Supervision of hand washing as required. • Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required. • Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter. • Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery, assistance in the clearance of any spillage etc if required. • Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness. • Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Policy. • Organising play/games as appropriate inside school on wet days. • To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information. <p>General responsibilities:</p> <ul style="list-style-type: none"> • To maintain confidentiality at all times. • Responsibility for safeguarding and promoting the welfare of children at the Academy. • The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility. • To share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination. • To demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. • In the interests of effective working, the duties above may be reviewed from time to time to reflect changing needs and circumstances.

- To ensure that reasonable care is taken at all times for the health, safety and welfare of the post holder and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by SLT, commensurate with the pay and grade of the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

October 2020

Job Holder	
Date	
Line Manager	
Date	

Person Specification for Midday supervisor

Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • Good general standard of education 	
Experience	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • Experience of working with children (including own children) 	<ul style="list-style-type: none"> • Previous experience of working with children in a caring or educational environment
Skills/knowledge		
	<ul style="list-style-type: none"> • Empathy with the needs of children and young people • Ability to work as part of a team and to use own initiative when appropriate 	
Motivation		
	<ul style="list-style-type: none"> • Willingness to undertake training (e.g. in behaviour management) 	
Physical		
	<ul style="list-style-type: none"> • Ability to undertake all physical aspects of the post 	
Other		
	<ul style="list-style-type: none"> • Willingness to undertake First Aid training 	<ul style="list-style-type: none"> • Current First Aid Certificate