

HEATHLAND WHITEFRIARS FEDERATION

JOB DESCRIPTION MIDDAY SUPERVISOR

To provide on call support to the midday supervisory team

Core Purpose:

To be responsible for securing and maintaining the safety, welfare and conduct of pupils in the dining areas, playground and circulation areas during the midday break period.

This post holder will work:-

under the direction and supervision of the Senior Midday Supervisor and the Deputy Headteacher with responsibility for Inclusion

Main Duties:

To supervise pupils when they are washing their hands before lunch.

To supervise pupils when they are eating their meals – encouraging children to consume their food

To supervise pupils' general conduct in the classroom, corridors, dining hall and the playground.

To be vigilant in respect of health and safety issues – e.g. ensuring that slip or trip hazards such as wet floors are dealt with properly.

To promote cooperative behaviour and engage the pupils in positive play activities.

To show awareness of the importance of security and to ensure that visitors are authorized or directed to the school office.

To ensure that, in the event of an accident, the situation is assessed and an appropriate first aider is alerted.

To be familiar with information provided regarding pupils lunch arrangement including information on food allergies

To advise the Senior Midday Supervisor of any issues with menus, food quantity, quality or children's eating habits. Class teachers to be advised of any issues with the latter.

To liaise with the Deputy Headteacher with responsibility for Inclusion.

To assist with setting up and clearing away dining facilities as required.

To read, understand and adhere to the school's policies on behaviour, healthy eating and safeguarding.

To participate in job related training as required.

The Heathland Whitefriars Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a Disclosure Barring Service check



MIDDAY SUPERVISOR

1. EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS AND TRAINING

Desirable

a first aid qualification

a qualification / successful completion of a training course in working with children

2. EXPERIENCE

Essential

experience of working as part of a team

Desirable:

experience of working with children and families in a school setting

3. JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS

Essential

an ability to show initiative and apply effective strategies to deal with situations which may arise in school e.g. taking appropriate action if it starts raining or dealing with a disagreement between children

an ability to interact positively with pupils, parents and colleagues

Desirable:

a knowledge of different playground games and activities and an ability to engage children in cooperative play

Knowledge of relevant community languages –Tamil, Somali, Gujarati, Arabic

4. PERSONAL QUALITIES

Essential

Confidence, warmth, sensitivity, reliability and enthusiasm

Ability to communicate effectively with children and young people

Good interpersonal skills

5. EQUAL OPPORTUNITIES

Essential

Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin

The Heathland Whitefriars Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a Disclosure Barring Service check.