


Job Description			
Title SENIOR MIDDAY SUPERVISOR Grade 2 scp 2 - 4	School: Northfield Primary & Nursery School	Post Ref Snr Middy	
Job Purpose Assisting the Headteacher in securing the safety and welfare of pupils during the midday break, breakfast & after school club. This will involve effective supervision of pupils in and about the premises and site(s) of the school and leading a team of Midday Supervisors.			
Key Responsibilities <ol style="list-style-type: none"><li>1. To lead, organise and supervise the Midday Supervisor throughout the midday break</li><li>2. Assisting in any School based training activities for Midday Supervisors</li><li>3. Liaise with the Cook Supervisor for the smooth service of the meal</li><li>4. Deal with children's behaviour problems and report persistent unruly behaviour and any serious incidents to the Head Teacher or senior member of staff</li><li>5. Deal with accidents and report, on the form provided, and notify the Head Teacher in cases of illness and accidents as soon as possible that day</li><li>6. Where required, to assist with the completion of records/registers of children dining</li><li>7. Ensure that the overall arrangement for students to dine promotes an orderly and pleasant meals service</li><li>8. Supervise return of used crockery and cutlery by the children</li><li>9. Ensure that dining areas are left clean and tidy</li><li>10. Ensure that tables are left clean for the next occupant</li><li>11. Arrange supervision to allow movement amongst the children within the area covered</li><li>12. Minimise the likelihood of children hurting themselves, others or damaging property</li><li>13. Supervising pupils in classrooms during bad weather</li><li>14. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li><li>15. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures</li><li>16. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team</li><li>17. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school</li></ol>			

Person Specification		
	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• good literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• current First Aid qualification</li> </ul>
<b>Experience Education &amp; Training</b>	<b>The Senior Midday Supervisor should have experience of:</b> <ul style="list-style-type: none"> <li>• supervising children either as a parent or carer</li> <li>• Midday Supervisor experience or similar</li> <li>• experience of organising/facilitating appropriate activities for children</li> </ul>	<b>In addition, the Senior Midday Supervisor might have experience of:</b> <ul style="list-style-type: none"> <li>• organising and supervising other people</li> <li>• first aid training</li> </ul>
<b>Knowledge and understanding</b>	<b>The Senior Midday Supervisor should have knowledge and understanding of:</b> <ul style="list-style-type: none"> <li>• pupils' behaviour and appropriate ways of managing individuals and groups</li> <li>• pupils with special educational needs (dietary, emotional, physical)</li> <li>• policies and procedures in relation to safeguarding and child protection</li> <li>• awareness of basic health and safety procedures, security, equal opportunities and confidentiality</li> <li>• an interest in young people and the ability to engage with and motivate pupils</li> </ul>	<b>The Senior Midday Supervisor might also have knowledge and understanding of:</b> <ul style="list-style-type: none"> <li>• child development and social interaction</li> <li>• the value of constructive play opportunities</li> </ul>
<b>Skills/Aptitudes</b>	<b>The Senior Midday Supervisor will be able to:</b> <ul style="list-style-type: none"> <li>• lead and co-ordinate the Midday staff team</li> <li>• inspire trust and confidence in children</li> <li>• excellent communications skills with the ability to make good relationships with pupils and staff</li> <li>• establish firm and consistent boundaries in relation to children's behaviour</li> <li>• encourage high standards of pupil behaviour at all times</li> <li>• liaise with staff/ parents/carers in a professional manner, observe the boundaries of the role and respect confidential information</li> <li>• lead staff in initiating games and activities appropriate to the age of the children</li> <li>• relate to children on their level</li> </ul>	<b>In addition, the Senior Midday Supervisor might also be able to:</b> <ul style="list-style-type: none"> <li>• recognise behaviour giving cause for concern, and inform teaching staff</li> <li>• teach play activities to other Midday Supervisors</li> <li>• examine systems critically, and suggest ways of improving efficiency</li> </ul>

	<ul style="list-style-type: none"> <li>• remain calm in a crisis</li> <li>• fulfil all spoken aspects of the role with confidence through spoken English language</li> </ul>	
<b>Personal Attributes</b>	<p><b>The Senior Midday Supervisor will have the following attributes:</b></p> <ul style="list-style-type: none"> <li>• flexible and adaptable and be able to act on initiative</li> <li>• friendly, calm and patient</li> <li>• reliable and well-organised</li> <li>• caring and positive attitude towards pupils' welfare</li> <li>• tolerant</li> </ul>	