


Job Description		
Title SENIOR MIDDAY SUPERVISOR Grade 2 scp 9 - 13	School: Porchester Junior School	Post Ref Profile Midday 3
Job Purpose Assisting the Headteacher in securing the safety and welfare of pupils during the midday break. 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">1. To lead, organise and supervise the Midday Supervisor's throughout the midday break2. Assisting in any School based training activities for Midday Supervisors3. Liaise with the Cook Supervisor for the smooth service of the meal4. Deal with children's behaviour problems and report persistent unruly behaviour and any serious incidents to the Head Teacher or senior member of staff5. 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 day6. Where required, to assist with the collection of dinner money and/or the completion of records/registers of children dining7. Ensure that the overall arrangement for students to dine promotes an orderly and pleasant meals service8. Supervise return of used crockery and cutlery by the children9. Ensure that dining areas are left clean and tidy10. Ensure that tables are left clean for the next occupant11. Arrange supervision to allow movement amongst the children within the area covered12. Minimise the likelihood of children hurting themselves, others or damaging property13. Supervising pupils in classrooms during bad weather14. 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 Unions15. 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 procedures16. 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 team17. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school		



Person Specification	
<p>Education and Knowledge</p> <p>Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g. supervision & organisation of staff, supervision & support of children in dining area and playground, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons, awareness of basic health & safety and first aid procedures, fire evacuation procedures.</p>	<p>Personal skills and general competencies</p> <ul style="list-style-type: none"> - Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g. supervision & organisation of staff, supervision & support of children in dining area and playground, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons, awareness of basic health & safety and first aid procedures, fire evacuation procedures. - Some basic assessment of the factors with regard to a range of problems or issues may be necessary before deciding on the best cause of action e.g. To deal with pupil behaviour problems and report persistent challenging behaviour to the senior officer, organise day to day rotas for Midday Supervisors and accommodating for staff absences. - Communicating with a wide range of staff and pupils to provide advice, guidance, instruction or information possibly on a range of options to inform choice e.g. training and motivation of staff, report to teacher if a child is too ill to remain in school, report to class teachers any incidents that they should be aware of, encouraging all pupils to eat especially those with special needs or disabilities. - Use of hand/eye co-ordination to clean surfaces and use play equipment. - Use of initiative is required to deal with all post related issues and problems that arise provided they fall within policies and procedures e.g. dealing with staff illness or absences, ensure appropriate cover is available at all times, dealing with sickness, toileting problems and providing basic first aid to pupils, identifying non-routine pupil behaviour & reporting as appropriate. Supervisory support is usually available for unusual or difficult problems including those that fall outside the job holder's remit. - Walking, bending, stretching, lifting, moving and handling furniture and equipment form a regular part of the job. e.g. helping to clear tables and wipe spillage, clearing away plates and cutlery, stacking & moving table & chairs as required, walking & standing to supervise queues/dining arrangements and outside areas - Duties require typically medium periods of concentration (1-2 hours) some work-related pressure from interruptions to planned work e.g. sensory awareness of challenging behaviour/actions of pupils, writing incident reports, completing the accident book when necessary, ensuring appropriate deployment of staff. - Duties are unlikely to require the job holder to deal with individuals whose circumstances may leave them feeling upset, aggrieved, or angry and which will not cause any ongoing distress to the postholder e.g. dealing with those who have physical or mental impairments, or are suffering from serious illness or to deal with either distressing or disturbing subject matter (people related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor). - Working on an ongoing basis with children, some of whom have short or longer term emotional, behavioural, additional or special health needs. Duties are likely to require the job holder to deal with individuals whose circumstances may leave them feeling upset, aggrieved, or angry (people related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor). - Provision of security, safety and well being of pupils in the school. - Job holder is responsible for the day to day supervision of other staff in the team including work allocation, work checking plus work related advice and assistance. This will not include responsibility for the personal development and periodic appraisal of those staff. - Job holder has no direct responsibility for physical resources. The cleaning of surfaces and spillages in the dining areas may be necessary and completion of incident reports and behaviour management reports, ensuring safety of play equipment.
<p>Experience</p> <p>Experience of leading and managing people essential. Previous experience of working with children is preferable.</p>	