



Wellesley Park Primary School

Job Description

Job Title:	Midday Supervisor
Location:	Wellington
Responsible to:	Head Teacher
Salary Grade:	School Support Staff Pay Scale Grade 16
Hours:	6.67 hours, term time only

Key Purpose of job:

- To supervise children in all areas of the school, including the hall, play areas, classroom and toilets as directed by the Head teacher and Senior Leadership Team in order to ensure the safety and good behaviour of the children.
- To follow the school's Behaviour Policy where a student conflict arises and understanding the appropriate course of action in case of injury.
- To ensure and encourage safe play in the playground.
- Dealing with emergency situations such as fire drills.
- Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and table manners. Assisting the younger children where necessary.
- The maintenance of good order at all times to ensure school standards are adhered with.
- To challenge unauthorised entry to school and report to a senior member of staff.
- Making sure that children do not leave the school premises or go into areas of the school that are out of bounds; knowing the layout of the school both internally and externally, and being aware of site entrances and exits, boundaries and access points for vehicles.
- General assistance in the dining area as necessary e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.
- Supervision of movement of pupils to and from the dining area in order to ensure the safety and well-being of the pupils.

- Set up and clear away the tables in the hall and brush up any spillage.
- Ensure hall and classrooms are left in an acceptable condition for the continuation of school activities.
- Being vigilant and raising concerns about individual pupils or groups of pupils to the Class Teacher.
- To speak to the class teacher, when a pupil is feeling unwell.

Duties and accountabilities of post:

You will be responsible for:

Other responsibilities

- To have professional regard for the ethos, policies and practices of the school in which you work and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the headteacher.
- To undertake additional duties as required, commensurate with the level of the job. To contribute to the effective working of the school.
- Maintain positive, professional relationships with students, parents / carers and colleagues;
- Maintain a presence around the school to ensure that the highest standards of behaviour are upheld;
- To participate in induction training, staff review processes and professional development opportunities;
- Commit to Equal Opportunities and Anti-Discriminatory Practice.
- The School operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and vehicles;
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members;
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures;
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at;
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

Midday Supervisor
Person Specification - Knowledge, Skills & Experience

The successful candidate must be able to demonstrate the following specific attributes.

Qualifications	Essential	Desirable
Experience	Essential	Desirable
Experience of working in the Education sector		
Skills and Knowledge	Essential	Desirable
Empathy with children	✓	
Able to exert authority and give directions/instruction in a confident manner	✓	
Able to communicate with children and adults	✓	
Knowledge of school standards and procedures	✓	
Knowledge of health and safety regulations within a school environment	✓	
Awareness of how to obtain information of children's allergies or asthma etc.	✓	
Approachability	✓	
Flexibility	✓	
Wet play, ensure children are in the correct rooms and play is safe and appropriate.	✓	
Safeguarding		
To be aware of, and follow, the school's child protection policy ensuring children are safeguarded.		
Conduct		
Act in a professional and confidential manner with all school information.		
To work co-operatively with others and to show commitment to the team.		
To promote the image of the school in all contact with the local and wider community.		
Issues of confidentiality		
Through your general and specific duties you may well have access to confidential information which should not be shared outside of school.		
As a general rule, any parent who asks you questions about their child's behaviour or academic progress should be referred to the class teacher concerned.		

Other

The above list of duties is not intended to be exhaustive and the Trust reserves the right, in consultation with you, to amend and update your job description to reflect changes to the role.

You are required to undertake such other duties appropriate to your grade and content of the work as may reasonably be required of you.

First Aid: Provide basic first aid when necessary

Record in accident book any treatment given

Providing children with appropriate accident records for parents