

**ELTHAM CHURCH OF ENGLAND PRIMARY SCHOOL**

**PERSON SPECIFICATION**

**Post:** Mid-day Supervisor

**Hours:** 1 hour 15 minutes each day (38 weeks per year – term time only)

**Reports to:** Deputy Headteacher /Senior Midday Supervisor

**EXPERIENCE (Essential Requirements)**

Experience of working with children would be an advantage

**QUALIFICATIONS/TRAINING (Essential Requirements)**

None specified

**KNOWLEDGE/SKILLS (Essential Requirements)**

- Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children
- Has a commitment to the protection and safeguarding of children
- Is willing to work within organisational procedures and processes and to meet the required standards of the role
- Has the ability to work as part of a team, under direction of the Senior Midday Supervisor
- Has the ability to use initiative when required
- Has good communication skills and is able to form good and appropriate relationships with children, other support staff, teachers and parents
- Is flexible, patient and reflective and is committed to their own continual development in the role
- Values and respects the views and needs of children
- Has a sense of humour

**DATE DRAWN UP:** 2014

**NAME:** Matthew Bulpitt

**JOB TITLE:** Head Teacher

## JOB DESCRIPTION

**Title: Mid-day Supervisor**

**Section: MDS**

**Hours: 1hr 15 minutes per day [12.00 – 1.15 p.m.]  
5 days per week 38 weeks per year**

**Reports to: Senior MDS/Deputy Headteacher**

### MAIN PURPOSE OF THE JOB

To be responsible, under the direction of the Senior MDS/Deputy Headteacher, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed policies and procedures, particularly those relating to the protection and safeguarding of children.

### SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

#### Essential Requirements

- Must be willing to work within the school's organisational procedures and processes
- Must display a commitment to the protection and safeguarding of children
- Must value and respect the views and needs of children
- Must comply with the school's Confidentiality Policy

#### Main Duties and Responsibilities

- Undertake direct supervision of the pupils in designated areas to be determined by the Senior Mid-Day Supervisor
- Supervise the conduct of pupils, ensuring safe and orderly behaviour inside and outside of the premises, including when waiting in a queue to enter the dining room
- To assist with the organisational arrangements in the dining hall
- To ensure the children are engaged in safe activities regarding playground games and that health and safety procedures are met to prevent avoidable accidents
- To initiate and encourage playground games and activities
- To ensure that anything that happens in school is not discussed with parents outside
- To be willing to undertake appropriate training following discussion with the Head Teacher / Senior MDS
- To help pupils in the dining room and the play areas who may require assistance
- To deal with minor incidents and when appropriate, refer more serious incidents to the Senior Midday Supervisor / Class Teacher / Deputy Headteacher
- To clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety
- To ensure that sick and injured children receive treatment as quickly as possible

#### General

- To undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.