

# MOULTON CEVCP SCHOOL

## Job Description and Person Specification

Moulton CEVC Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Reporting to:** The leadership team

### Main purpose

A midday supervisor will be part of a team that is responsible for supervising and supporting pupils and observing the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

### Duties and responsibilities

#### Supervision and Support

- Supervise pupils in the hall, playground, field and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to class-based staff
- Monitor pupils that aren't engaging in play and feedback any concerns to class-based staff
- Support pupils to cut up food, where needed

#### Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Set up and put away outdoor toys in warm weather
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and liquid spillages

#### Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Respond to minor incidents of first aid (training given) and report to the leadership team when concerned
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Feedback concerns relating to pupils' health and safety to a senior member of staff

#### Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class-based staff on supporting specific pupils with challenging behaviour

**Play**

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

**Safeguarding**

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Observing pupils' manner, mood, and interactions, with consideration given to well-being and safeguarding.

**Other areas of responsibility**

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• First aid training (or willingness to complete it)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working with children or young people</li><li>• Working and collaborating within a team</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Ability to respond quickly and effectively to issues that arise</li><li>• Ability to use own initiative and take action accordingly</li><li>• Effective communication with adults and children</li><li>• Ability to follow instructions from senior team members</li><li>• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies</li><li>• Ability to build effective working relationships with colleagues</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to supporting and understanding pupil needs</li><li>• Uphold and promote the ethos and values of the school</li><li>• Maintain confidentiality at all times</li><li>• Commitment to safeguarding, equality, diversity and inclusion</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.