



# The Blue Coat School

## Job Description & Person Specification

### MIDDAY SUPERVISOR

Grade 1 (SCP 1-3) £17,364 - £18,065 (£1,964 - £2,108 pro-rata dependent on service)

Part-time, 5 hours per week, term time only

#### PURPOSE OF POST

To be responsible, under the direction of the Deputy Headteacher, or their nominee, individually or as part of a team of colleagues, for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with the practices and procedures of the school

#### *Reporting To*

Senior Midday Supervisors and School Managers.

#### *Contacts*

Pupils, staff and visitors

#### KEY TASKS

1. Supervision of and engagement with pupils in the dining hall, playgrounds and school premises during midday break.
2. Supervision of pupils in classrooms providing activities that will keep pupils calm and engaged.
3. Cleaning up of spillages, ensuring tables are clean during meal times.
4. Maintenance of good order and discipline.
5. Assistance generally with occurrences such as first aid and sickness etc and ensure all accidents are reported and recorded in line with Health and Safety procedures.
6. Actively seeking to contribute to effective communication and good working practices within the team.
7. Contribution to the maintenance of student discipline in line with school behaviour & management guidance.
8. Active promotion of the school Healthy Eating ethos.

#### STANDARD DUTIES

1. Understand the importance of inclusion, equality and diversity, when working with pupils and with colleagues, and to promote equal opportunities for all.
2. Uphold and promote the values and the ethos of the school.
3. Implement and uphold the policies, procedures and codes of practice of the School, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. Participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. Undertake any other additional duties commensurate with the grade of the post.
7. Work with colleagues sharing supervision and providing a safe environment for pupils.
8. Undertake appropriate training and share skills and expertise with others as required.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

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Please demonstrate how you meet these criteria. CVs will not be accepted.

MIDDAY SUPERVISOR	How identified (A/L/I/LO/R)
<b>Essential</b>	
<b>Educational Qualifications</b>	
Willingness to gain a First Aid Certificate	A/I
<b>Experience</b>	
Experience of interacting with children	A/I
<b>Skills and Abilities</b>	
Ability to work under supervision, as a member of a team and individually	A/I
Interpersonal skills to communicate well with children and to command attention, give clear instruction and maintain discipline.	A/I
Ability to be flexible and to work on own initiative within school guidelines.	A/I
Ability to communicate with people at all levels.	A/I
Demonstrate ability to deal with sensitive and emotional situations.	A/I
<b>Knowledge</b>	
Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils.	A/I
Understanding of confidentiality and why this is important in a school.	A/I
<b>Work Circumstances</b>	
To be able to undertake further training as required.	A/I
<b>Desirable</b>	
First Aid Certificate	A/I
Ability to deal with minor injuries.	A/I
Knowledge of basic first aid.	A/I

A = Application Form

I = Interview

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview