

**Job Description**  
**Hollywell Primary School**



<b>1. Title of Post:</b>	Midday Supervisor
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<b>2. Accountable and Responsible to:</b>	Headteacher
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<b>3. Scale:</b>	1 points 1-3
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<b>4. Main Purpose of the Job:</b>	
1.	To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the lunchbreak

<b>5. Main Responsibilities of the Job:</b>	
The duties of the Midday Supervisor will include all duties for Lunchtime Supervisors.	
1.	Supervise pupils in the dining hall
2.	Where required, mark register
3.	Ensure that any spillage is removed quickly; trays are not left in dangerous positions and are wiped where necessary.
4.	Control queues to dining areas
5.	Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
6.	Supervise return of used trays, crockery and cutlery by the children.
7.	Ensure that tables are left clean for the next occupant.
8.	Ensure dining areas are left clean and tidy
9	<i>Arrange supervision to allow movement amongst the children within the area covered</i>
11	<i>Ensure acceptable standards of behaviour are maintained and use the school's behaviour policy consistently</i>

12	<i>Minimise the likelihood of children hurting themselves, others or damaging property</i>
13	Supervising pupils in classrooms during bad weather.
14	Leading play activities outside
15	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 Unions
16	Follow the policies and procedures of the school

	<b>Essential/ Desirable</b>
<b>Qualification Criteria</b>	
Appropriate knowledge	E
First Aid Trained	D
<b>Experience</b>	
Experience of working with young people or adults in a paid/voluntary capacity	E
Previous experience of working with children or young people with SEN	D
Previous experience of work with children or young people	E
<b>Personal Characteristics</b>	
Genuine passion and a belief in the potential of every pupil	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements	E
Able to maintain a safe, calm and happy ethos	E
Committed to the safeguarding and welfare of all pupils in the academy	E
A commitment to abide by and promote the school's equal opportunities, health and safety and child protection	E
<b>Specific skills</b>	
Good communications skills, written and oral	E
Ability to lead children	E
Ability to work constructively to lead a team	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students behave well	E
Understand the importance of confidentiality and discretion	E
Has strong behaviour management skills	E

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.