
Job description: Person Specification

Midday Supervisor

Salary / grade:	Band 1a
Hours:	As agreed
Contract type:	Fixed term to permanent
Responsible to:	Headteacher



Main purpose

- To ensure a happy and enjoyable lunchtime experience for pupils

MAIN AREAS OF RESPONSIBILITY

- Make a positive contribution to the wider life and ethos of the school
- Prepare dining areas in the school for lunchtime
- Assist the Catering Manager in preparing pupils' food as required
- Assist class teachers and other colleagues in supporting pupils to eat and drink at lunchtime
- Ensure dining areas are safe, clean and tidy at all times during lunchtime, including at the end of the lunchtime session
- Supervise pupils during play and activities in the lunch break
- Ensure pupils return safely and promptly to classrooms at the end of the lunch break
- Assist the class teacher and healthcare colleagues with the development and implementation of pupils' individual education plans, care plans, health plans, behaviour plans and personal care programmes
- Safeguard and promote the welfare and well-being of children, colleagues and visitors to the school
- Participate in meetings relevant to the post
- Supporting class staff with personal care before and after lunchtime
- Undertake such other duties which may arise during the school day
- Undertake such other duties as determined by the Headteacher

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection and report all concerns to the Headteacher (or delegated member of staff)

DISCLOSURE AND BARRING SERVICE

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Buckinghamshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

SUPERVISION

- The postholder is managed by the Assistant Headteacher and Phase Leader .

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with children
- Excellent numeracy and literacy skills.
- Evidence of accredited learning at NVQ 2 or equivalent relevant to the post.
- Ability to use own initiative and to work successfully as part of a team

WORKING ENVIRONMENT

- The work of the Midday Supervisor predominantly takes place in the school's dining hall and play and activity areas. The job holder will also work in classrooms.

ADDITIONAL INFORMATION

The postholder is required to :

- Contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in appraisal and development as required by the school's policies and procedures

Further Duties

- To undertake other duties which may arise from time to time. These to be agreed with the line manager

The content of this job description will be reviewed with the post holder on an annual basis in line with the Heritage House's performance and development policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Notes

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

Last review date: July 2023

Next review date: July 2024

Job specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none">• Excellent numeracy and literacy skills
Experience	<ul style="list-style-type: none">• Experience of working with children• Have worked successfully as a member of a team• Experience of working within a school setting• Specialist experience / skills in supporting SEN learners
Skills and knowledge	<ul style="list-style-type: none">• Able to support children's learning and development and assist class teachers in their duties• Supporting learners in the pool• Understanding of the requirement for confidentiality.• Appropriate social and interpersonal skills to function in a team• A willingness to extend existing skills and knowledge• An understanding and commitment to the safeguarding and welfare of children and young people
Personal qualities	<ul style="list-style-type: none">• Show resilience, patience, tolerance and calm when dealing with the unexpected.• Be adaptable in the workplace• Show initiative and be able to work independently when necessary• Appreciation of the importance of good relationships with staff, colleagues, parents and outside contacts with the school• Be open and friendly whilst maintaining a professional approach• Flexible and open to new experiences and new ways of doing things• Be punctual and reliable• Commitment to the vision and values of the school.

Headteacher / line manager's signature:

Date:

Postholder's signature:

Date:
