

APPLICATION PACK



<u>Document type</u>	Job Description and Person Specification
<u>Job role</u>	Midday Supervisor
<u>Document agreed</u>	February 2024

JOB DESCRIPTION

Post Title: MIDDAY SUPERVISOR (PRIMARY)	
Department: CHILDREN'S SERVICES	Establishment/Post No:
Division/Section: SCHOOLS	Post Grade: 3
Location: Millwood School	Post Hours: 5 per week (12pm-1pm) Monday-Friday term time only.
Special Conditions of Service:	
Purpose and Objectives of Post: To secure the safety, welfare and good conduct of pupils during the mid-day break period.	
Accountable to: The Governing Body, Head Teacher	
Immediately Responsible to: Katy Neild (Assistant Headteacher)	
Immediately Responsible for: N/A	
Relationships: (Internal and External) Governors, Head Teacher, staff, pupils.	
Control of Resources:	

Duties/Responsibilities:

- To supervise young children with additional needs during the lunchtime period.
- To follow feeding plans and personal care plans as appropriate.
- To supervise the children in the dinner queue or deliver meals to classes.
- To supervise and control the behaviour of pupils whilst they eat their meals and in the playground.
- To lead and supervise play activities for children
- To wipe spillages on the floor and tables incurred during the meal.
- Be aware of emergency procedures eg. fire drill and know what action to take.
- Supervise children in designated areas other than the playground during bad weather.
- Report all accidents and incidents to the designated member of staff as required by the school.
- To follow all school policies, procedures and risk assessments including but not limited to safeguarding, health and safety, data protection and COVID.
- Ensure the safety, welfare and good conduct of pupils at all times.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

BURY COUNCIL
CHILDREN'S SERVICES

PERSON SPECIFICATION
MIDDAY SUPERVISOR

<u>ASSESSMENT METHOD</u>	<u>SHORT-LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Application / Interview	Ability to supervise and assist pupils during lunchtimes.	✓	
Application / Interview	Ability to control the behaviour of pupils while they eat their meals and in the playground.	✓	
Application / Interview	Ability to communicate with and engage with pupils with additional needs	✓	
Application / Interview	Ability to lead play activities with children.	✓	
Application / Interview	Ability to work within in team.	✓	
Application / Interview	Ability to follow individual feeding, care and behaviour plans.	✓	
Application / Interview	Ability to attend to minor accidents and report to the Class Teacher or Head Teacher as required.	✓	
Application / Interview	Ability to follow personal care plans, delivering personal care where appropriate.	✓	
Application / Interview	An awareness of emergency procedures e.g. fire drill.	✓	
Application / Interview	To follow all school policies, procedures and risk assessments including but not limited to safeguarding, health and safety, data protection and COVID.	✓	
Application / Interview	Willingness to attend training and professional development activities.	✓	