## MVC-057SCROMWELL HIGH SCHOOL

Mid-day Supervisor

Job Description

*The job description tells you what you will be asked to do and must do when asked:*

1. **Supervise pupils**: to supervise pupils immediately before, during and after the midday break in all required areas- including outside in light rain or cold conditions. This includes the supervision of pupils who have a school meal as well as pupils who bring their own food.
2. **Include all pupils:** To take care to ensure that one’s actions promote each child’s physical comfort, personal dignity and social inclusion and acceptance at all times.
3. **Prevent**: To observe all relevant pupils closely in order to anticipate and prevent problems as far as possible.
4. **Make peace**: To assist pupils to resolve any difficulties or problems in a peaceful, reasonable way.
5. **Care**: Assist pupils as required with personal care.
6. **Moving and Handling**: Assist with the moving and handling of identified pupils in conjunction with other staff members making use of mobility aids as necessary.
7. **Help eating**: Assist and encourage pupils in eating following feeding programmes as prescribed ensuring pupils’ cleanliness to the maximum extent possible.
8. **Carry**: Assist pupils in carrying/transporting trays to the tables and returning crockery and used trays to the food counter. Ensure that the dining hall is left in a tidy condition
9. **Help**: In the event of a pupil becoming ill, distressed or experiencing an accident provide initial aid and summon qualified assistance. Completion of relevant reports.
10. **Clean**: To assist with the clearance of spillages and wipe down as necessary.
11. **Play**: To devise and initiate constructive play/conversation/interactions with pupils as required.
12. **Dress**: Assist pupils with dressing as necessary.
13. **Report**: Report to line manager any child whose diet may give cause for concern- including not eating or drinking enough or any inappropriate pupil behaviour/incidents.
14. **Safety**: Ensure that pupils remain within a safe environment and play/interact safely.
15. **Communicate**: Interact with pupils according the basic intent of their communication passport/promoting positive behaviour plan.
16. **Protect**: To follow the school’s child protection policy at all times and report any breach of policy or concern.
17. **Confidentiality**: To maintain appropriate confidentiality in accordance with the school’s policy at all times.
18. **Follow policy**: Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
19. **Equal Opportunities**; Follow an equal opportunities approach at all times.
20. **Be Positive**: Contribute to the overall positive, professional, ethos/work/aims of the school and to cooperate with the need to change tasks in response to changed circumstances without difficulty.
21. **Professionalism**: Maintain the highest standards of professional conduct/confidentiality at all times and act in line with the school’s Professional Relationship Guidelines.
22. **Reliability**: To be reliable and complete tasks to high standard and in good time.
23. **Develop yourself**: Attend and participate in occasional training/meetings as required and improve one’s own performance through the information/skills acquired.
24. **Other**: To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

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Personal Specification

*When writing your letter of application please give evidence of how you meet each of these points:*

**Education/Qualifications/Membership of Professional**

**Institutions (indicate grade)**

Basic numeracy/literacy skills E

Willingness to undertake school induction programme E

NVQ in a relevant field or equivalent qualifications or experience D

**Experience**

Working with, or caring for, children or disabled adults E

Working (including voluntary work) in a school D

**Key Skills**

Ability to follow policy and instructions and complete tasks to a good standard and on time

 E

The ability to assess and minimise fundamental health and safety risks E

Ability to relate well to children and adults E

Ability to maintain confidentiality and discretion at all times E

Commitment to the highest possible standards for pupils with learning difficulties E

Willingness to continually work to improve standards E

Ability to work constructively as part of a team, understanding school roles and

responsibilities and your own role within these E

**Key Knowledge/Attitudes**

Positive approach and understanding of issues related to disability and learning difficulties

 E

Positive approach to solving problems that arise at work E

Commitment to Equal Opportunities E

**For information**

**Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post**

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.