



Midday Supervisor – Person Specification

Job Title	Midday Supervisor
Reporting to	Headteacher
Job Purpose	<ul style="list-style-type: none"> To manage pupils throughout the lunchtime period, ensuring they are safely occupied during the lunchtime break
Main Duties	<ul style="list-style-type: none"> To promote acceptable standards of behavior in compliance with laid down procedures To perform all tasks in a calm and orderly manner, and where required in compliance with the relevant procedures To liaise with relevant sections of school, providing information as necessary To be responsible for dealing with accidents and/or problems of discipline during lunchtime To ensure that Health and Safety requirements are adhered to and appropriate systems and procedures are introduced and maintained To implement and promote the school's policies and procedures
Summary of main tasks	<ul style="list-style-type: none"> Manage and monitor children during lunchtime break Maintain good order and discipline amongst children, safeguarding their health and safety Provide information for recording purposes to the Headteacher, teaching staff and support staff eg regarding accidents, problems of discipline etc
Education Principles	<ul style="list-style-type: none"> Desirable: Current first aid qualification
General Experience and Qualifications	<ul style="list-style-type: none"> Desirable: Experience of working with children
Professional Knowledge and Experience	<ul style="list-style-type: none"> Desirable: Knowledge of child development and social interaction and the value of constructive play opportunities
Professional Skills/Abilities	<ul style="list-style-type: none"> Essential: The midday supervisor will:- <ul style="list-style-type: none"> - be able to talk to children and adults in a clear and calm manner - work as part of a group and on their own - encourage high standards of pupil behavior at all times - respect confidential information - initiate games and activities appropriate to the age of the children - remain calm in a crisis - undertake appropriate training as required Desirable: <ul style="list-style-type: none"> - Be able to recognise behavior giving cause for concern and inform teaching staff