



| | |
|---|--|
| School: | St Denys CE Infant School |
| Job Title: | Midday Supervisor |
| Grade: | 4 |
| Responsible To: | Deputy Head Teacher |
| Key Relationships/ Liaison with: | Teachers, ELSA, Classroom support staff, Inclusion Leader |
| Job Purpose: | To take responsibility for the health and safety and security of children during the school lunch break. |

MAIN DUTIES AND RESPONSIBILITIES:

1. Supervise, assist and support pupils in the area in which they eat their lunch to enable a happy, healthy lunchtime.
2. Assist, supervise and support with the clearing away and tidying of the eating area.
3. Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with St Denys Behaviour Policy.
4. Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised.
5. Attend to accidents in the playground in accordance with the St Denys procedure and guidelines on accidents and their treatment.
6. Assist the children with self - care issues, such as changing and toileting when appropriate, following St Denys Intimate Care policy.
7. Establish productive working relationships with pupils, acting as a role model and setting high expectations
8. Promote inclusion and acceptance of all pupils
9. Provide and lead age-appropriate lunchtime games/activities to encourage pupils to engage, interact and work co-operatively with others.
10. Establish and maintain constructive relationships and communicate with other staff, including the SLT, class teachers and LSAs to support achievement and progress of pupils.

11. Establish and maintain positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school MDS team.
12. To have up to date knowledge of the School's Child Protection procedures through training and to report any concerns to the Designated Safeguarding Lead (DSL) or the Deputy Safeguarding Lead (DDSL).
13. To have sound knowledge of the school's Fire Evacuation procedures and be follow them.
14. To follow the St Denys' Health and Safety policy and report safety concerns to the designated person.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



School: St Denys CE Infant School

Job Title: Midday Supervisor

Grade: 4

| | Essential | Desirable | How assessed |
|---|---------------------|-----------|--------------------------------|
| <u>Qualifications</u> | N/A | | App/Doc |
| <u>Experience</u> Experience of working with children. | ✓ | | App/Ref |
| <u>Knowledge</u> An empathy with and an understanding of children in the age range concerned. | ✓ | | |
| <u>Skills/Attributes</u> Ability to be assertive when necessary. Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy. Good interpersonal communication skills. | ✓ ✓ ✓ | | |
| <u>General Circumstances</u> Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. | ✓ ✓ | | App/Ref/ Med App/Int |
| <u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. | ✓ | | Med |

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)