



Title: Midday Supervisor
Location: Georgetown Primary School
Directorate: Education
Salary: Grade 01 £11.59ph
Hours: 5.25 hours per week – 12pm to 1.05pm or 12.10pm to 1.15pm daily
(term time only)
Start Date: As soon as possible

Full Advert

Georgetown Primary School has vacancy for two Midday Supervisors to join our team of midday supervisors.

You will need to be reliable, enthusiastic and adaptable. We especially welcome applications for those who appreciate how vital chat and play with adults and peers are to children's social and emotional development.

The position is 1hr 5 mins per day term time only. The successful candidates will report to the Headteacher.

Successful candidates will be required to complete an enhanced criminal records bureau check.

TO COMMENCE: As soon as possible, pending an **enhanced DBS check**.

Applicants are invited to contact:

Mrs. Donna Davies
School Support Officer
Georgetown Primary School
Oakfield Road
Tredegar NP22 4LJ
Tel 01495 717341
Donnamarie.davies@blaenau-gwent.gov.uk

Applicants should complete a short letter of application, with the names of 2 people who will act as referees. This appointment will involve a short interview. Please send completed applications directly to the school at the address above.

Georgetown Primary School

JOB DESCRIPTION Midday Supervisor



Responsible to: Headteacher and Senior Supervisor

Purpose of the Job: To ensure the security, safety and wellbeing, and care of the pupils of the school and to promote their social, emotional, communication and physical development during the lunch time period.

Main Duties and Responsibilities:

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To report to the Senior Supervisor at beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils, promoting positive behaviour and reporting any incidents to the Senior Supervisor as appropriate.
4. To ensure the safety and well-being of children, providing emotional support where necessary.
5. To arrange, supervise and where suitable participate in appropriate play and physical activities under the direction of the Senior Supervisor.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

7. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands.
8. To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:
 - promoting and ensuring good behaviour and calm atmosphere
 - dealing with pupils in accordance with the school's behaviour policy.
 - addressing issues calmly and politely and in doing so being a role model to the children
 - Report, as appropriate, incidents to the Senior Supervisor
9. To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tins, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
10. To encourage social skills and good table manners, ensuring safety with knives and forks.
11. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

12. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
13. To supervise and control entrance and exit by pupils during the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.
14. To check on any strangers who may enter the school grounds and report any concerns to the Senior Supervisor.
15. To ensure that pupils who leave the school site have permission to do so.

School Premises

16. To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on stairs and through corridors, during lunchtimes and in addition when children are inside because of inclement weather.
17. To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
18. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Senior Supervisor.
19. To take part in training appropriate to the job of lunchtime supervisor.
20. To undertake any other duties consistent with the purpose of the job.

Person Specification: Midday Supervisor

	Essential	Desirable
Qualifications	None required	Current First Aid qualification
Experience	The Midday Supervisor should have experience of: <ul style="list-style-type: none"> • supervising children as a parent or carer. 	In addition, the Midday Supervisor might have experience of: <ul style="list-style-type: none"> • working with groups of children on a voluntary or paid basis.
Knowledge and understanding	The Midday Supervisor should have knowledge and understanding of: <ul style="list-style-type: none"> • managing the behaviour of groups of children. 	In addition, the Midday Supervisor might also have knowledge and understanding of: <ul style="list-style-type: none"> • child development and social interaction; • the value of constructive play opportunities
Skills	The Midday Supervisor will be able to: <ul style="list-style-type: none"> • work as part of a group and individually, • inspire trust and confidence in children, • encourage high standards of pupil behaviour at all times, • observe the boundaries of the role and respect confidential information, • relate to children on their level, • remain calm in a crisis. 	In addition, the Midday Supervisor might also be able to: <ul style="list-style-type: none"> • communicate effectively (both orally and in writing) to an appropriate standard, • recognise behaviour giving cause for concern and inform teaching staff, • examine systems critically and suggest ways of improving efficiency.
Personal characteristics	<ul style="list-style-type: none"> • Calm under pressure • Empathetic • Well-organised • Able to communicate well with staff and children. • Creative • Resourceful • Tolerant 	