

## **Coalway Community Infant School**

### **Job Description: Mid-day Supervisor**

**Grade:** 2-03

#### **Conditions of work:**

5 hours per week, Term-time only. Fixed-term contract until 31<sup>st</sup> March 2021 in the first instance.

#### **JOB PURPOSE**

To be responsible for the direct supervision, safety and welfare of pupils on the school premises during lunch break.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- To work co-operatively with the other supervisors (as part of a team of Mid-day Supervisors) and attend meetings with the line manager, reporting any issues as necessary.
- To carry out the role designated to you by the Senior MDS effectively.
- Supervision of the children in the dining room; encourage good eating habits, acceptable table behaviour, with proper use of knives/forks/spoons, returning trays etc to clearing points.
- To maintain a safe environment for the children by clearing up 'spills' in the dining room.
- To bring to the attention of class teachers any particular problems with regard to any individual pupils' eating habits.
- Supervision of the children on the playground and field.
- To model good social interaction with the children.
- To adhere to the behaviour policy and encourage acceptable play and social attitudes.
- To deal with minor accidents and give first aid/signpost to First Aider as necessary.
- To record all accidents in the accident book and report these and head bumps to the class teachers.
- To follow school policies and procedures, including behaviour management, health and safety, equality of opportunity.
- To safeguard and promote the welfare of all children you are responsible for, or come into contact with.
- To support and promote the values and ethos of the school.

#### **QUALIFICATIONS AND EXPERIENCE**

No previous experience is required although an ability to relate well to young children is an advantage; previous experience of working with children is preferable. In-house training will be provided.

#### **SUPERVISORY RESPONSIBILITY FOR OTHER STAFF**

None.

## **SUPERVISION RECEIVED**

- Head teacher / Deputy Head teacher
- A member of the Senior Management Team takes responsibility for the training and welfare of the Mid-day Supervisor team.
- Senior Mid-day Supervisor

## **PRINCIPAL CONTACTS**

- Pupils
- Head teacher/Deputy Head teacher
- Teaching and Support Staff
- Mid-day Supervisory team
- Canteen Manager and staff

## **SPECIAL CONDITIONS**

This post is subject to an Enhanced Disclosure and Barring Service check and any other vetting procedures as appropriate.

We would also expect the person appointed to undertake a First Aid training course and Child Protection training.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.