



CLAREGATE PRIMARY SCHOOL

Job Description

Midday Supervisor. Term time only.

One hour 15 minutes per day: NJC Grade 2 Scale 2-3

Primary Purpose

The safe supervision of children during the lunchtime break.

Directly Responsible to

The Inclusion Leader.

Particular Duties and Responsibilities

- Where necessary, collect children from the classroom and supervise and assist in toilet visits and hand washing before eating.
- Ensure the smooth running of the dining area(s) by ensuring that the children behave in a socially acceptable manner showing good table manners, eating properly and eating a sufficient quantity of food. Ensuring that they walk at all times and talk quietly.
- Ensure that normal Health & Safety rules are followed at all times and that spilt food and liquid is removed from the floor if it is causing a hazard.
- Supervise all movement of children in the school; indoors and out.
- At the end of the session see that the dining area(s) are left clean and tidy.
- Ensure the safety of the children at all times: in classrooms, corridors, toilets and the playground or field.
- Supervise the fixed playground equipment when in use. Keep an acceptable standard of discipline at all times and inform the Headteacher, or in his absence the Deputy Headteacher, of any serious problems, or accidents, experienced by the children.
- Provide suitable play possibilities, indoors and outside, for the children ensuring that they play in a manner which has regard for the safety of others.
- Return the children, in the manner indicated by the Headteacher, to the care of teachers at the end of the midday break.
- Attend any appropriate training or staff meeting, when reasonably asked to do so.
- To carry out any other tasks deemed reasonable under the reasonable direction of the Headteacher.
- To Safeguard pupils from harm.

This Job Description will be reviewed at regular, mutually agreed, intervals in consultation with the Headteacher and Governors according to the changing needs of the school, as outlined in the School Development or Improvement Plan.

Signed:	Midday Supervisor	Date
	Headteacher	Date
	Chair of Governors	Date

The holder of this post must comply with the City of Wolverhampton Local Authority's Health and Safety Policy and the schools Safeguarding and other policies.



Lunchtime Supervisor – Person Specification

Essential	Desirable	How Identified
Knowledge of key issues when working with children.	Experience working with children in an educational setting.	Application form. Interview.
Positive attitude towards children and their social interaction.	Knowledge of how to promote positive social interaction.	Interview. Application form / references.
Willingness to implement and supervise school procedures in terms of children's meaningful play.	Qualification or experience in play leadership or childcare.	Application form.
Wish to work with children.	Proven experience looking after the welfare of children.	Application form / references.
Good understanding of how to build good relationships and good discipline.	Proven experience in establishing good relationships and good discipline.	Interview / references.
Willingness to take responsibility for the behaviour of children.	Positive, influential, assertive and determined approach to managing children.	Interview.
Ability to follow guidelines as laid down by the Headteacher.	Good understanding of why rules and procedures are put in place.	Interview.
Enhanced DBS clearance on appointment.	References showing unreserved recommendation.	Application form and documentary evidence at interview.
Willingness to organise and initiate positive play.	Proven experience initiating and managing positive play.	References / application form.
Ability to keep children safe and follow DFE school and local guidelines on this.	Exemplary record in this.	Application form / Interview / References.
Ability to follow school Health and Safety policy and procedures.	Good understanding and knowledge of school-based Health and Safety procedures.	Interview.
Willingness to train in First Aid and ability to manage small injuries in a playground situation.	First aid qualification. Experience treating minor grazes and bruises.	Interview / application form.
Willingness to listen to children and seek resolutions to their problems.	Ability to suggest courses of action on child disclosure of welfare issues.	Interview.
Understanding of safeguarding issues.	Prior experience dealing with a safeguarding issue.	Interview.
Willingness to follow school policies and aims and objectives.		Interview / references.
	Strengths, interests and personal qualities useful to the role.	Interview / personal statement.

School Governors will assess each candidate at a shortlisting meeting looking for evidence against the set criteria. Candidates should specify issues that may help us to fulfil this in their personal statement. The school may ask questions at interview to probe anomalies or clarify information. This is a normal part of the selection process. It must be understood by the candidate that people who do not meet essential criteria will not be taken forward to interview. An internet search will be conducted of all candidates who are short listed for interview.

Claregate School and Job Details

The school implements rigorous DBS checks and safeguarding employment and initiation procedures. Any job offer is subject to a clear enhanced DBS check to be received by the school. Any disclosures will be subject to scrutiny in line with our Safeguarding Policy.

Claregate is a two-form intake Primary School, with approximately 440 children, including a 30-place Nursery. We are situated in a pleasant and popular residential area of Wolverhampton. The school is a caring place to work, with good interpersonal communication, happy children and supportive parents.

The site consists of three separate blocks - two new and one which is an older two story building. There are pleasant playing fields and recreational facilities around the school.

It is our policy not to discriminate against people in terms of protected characteristics.

Our mission is providing a safe environment for children where their welfare is paramount and the school will follow the most rigorous recruitment process with regards to safeguarding. This will require identity check i.e. passport / driving licence / birth certificate and we will need to see a current utility bill to prove home address. Incomplete application forms will be not be considered and the candidate will not be shortlisted.

If candidates need help to fill in the form or have specific questions, please contact the Headteacher at the school. We can make reasonable adjustments to make it more accessible for people with disabilities.

This post is for a Midday Supervisor to work in the hall supervising lunchtime, then encouraging positive play on the playground. Therefore, work across the school with different ages of children may be necessary. The job involves improving the experience of children on the playground and around school, mediating in disputes and promoting positive play. It will also include supervising children – organising lining up, ensuring that their play follows behaviour policies, anticipating and preventing them from engaging in poor behaviour, mediating in socialisation worries and being a good listener. Liaison with the class teachers after lunchtime is an important part of the job. It may also involve First Aid. The successful candidate will be line managed on a day-to-day basis by Miss. Evans, the Inclusion Leader.

A Job Description and Person Specification is attached.

On the day of the interview it will be necessary for all candidates to :-

- Provide proof of identity i.e. birth certificate, driving license or passport, along with a current utility bill
- Provide proof of qualification relevant to the post
- Complete a self-declaration regarding relevant civil issues pertaining to the post

It will be necessary for the successful candidate to :-

- Complete a Disclosure and Barring Service check
- Complete a Medical Declaration Form

Candidates also need to know that written references will be required and referees will be contacted to verify their authenticity. Candidates should tell the person giving the reference that this may happen. One reference should be from your current employer and if you have worked with children previously, we require an additional reference from this person **N.B. the Local Authority application form does not state this, and this is an additional requirement for this post.** Relatives and friends should not be used as referees. References will be taken before interview unless requested and referees will be given the Job Description and the Person Specification. The interview may include questions to clarify issues brought up from this. Internal candidates are also required to provide references. If a referee refuses or does not provide a reference, we will ask you to identify another one.

The deadline for applications received to school is final and short-listing will be done immediately after this. Completed forms should be addressed to Mr D Saunders – Deputy Headteach

Please note that a search on an internet search engine will be carried out prior to your employment. This is part of our Safeguarding procedures.