

JOB DESCRIPTION 2017-18

JOB DESCRIPTION 2017-18				Job No.	ALP	PSW14
Job Title:	Midday Supervisor			Band / salary:	1 / fixed point 6	
Responsible to:	Senior Team Leader/Midday Supervisor, SBM			Responsible for:	None	
Job purpose:	Under the direction of a Senior Team Leader/ Midday Supervisor ensure the safety, welfare and good conduct of pupils during the midday break period.					
Resources:	Staff:	None		Physical:	Shared responsibility for lunchtime equipment	
	Finance:	None		Clients:	Staff, Pupils	

Duties & responsibilities: Individually or as part of a team, Include but are not restricted to:-

1. Supervise pupils in the dining hall, playground areas and school premises.
2. Ensure the maintenance of good order and discipline.
3. Deal with accidents and incidents in accordance with school procedures.
4. Clean up spillages as necessary.
5. Shared responsibility for the Health & Safety of pupils during the lunchtime break.
6. Undertake various activities with pupils during lunchtime under the direction of the Senior Team leader/Midday Supervisor.
7. Other duties appropriate to the nature, level and grade of the post

Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond

Undertake other duties and responsibilities as required commensurate with the grade of the post

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the postholder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the postholder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc).

The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder is therefore under a duty to use the ALP's procedures to report any concerns they may have regarding the safety or well-being of any child or young person.

Work arrangements

Physical requirements:	Continuous standing and walking for up to 1 – 1.5 hours during the midday break.
Transport requirements:	None
Working patterns:	Monday – Friday term time.
Working conditions:	Indoor and outdoor working

The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

(Postholder)

(Line Manager)

PERSON SPECIFICATION

Job Title:	Midday Supervisor	
Essential:	Desirable:	Assessed by:
Knowledge & Qualifications	Knowledge & Qualifications	
Basic Literacy & Numeracy skills	First Aid certificate	
Experience	Experience	
Working with children of the relevant age	Experience of working in a school or in a similar environment	
Skills & Competencies	Skills & Competencies	
Ability to follow straightforward oral and written instructions and to keep basic records relating to incidents and first aid. Communication skills to exchange information both orally and written to inform members of staff of incidents relating to lunchtime Ability to solve straightforward problems using initiative to make minor decisions if the need arises in the playground or dining hall. Working as part of a team	IT skills relating to Emails and accessing the school electronic diary	
Physical, mental, emotional & environmental demands	Physical, mental, emotional & environmental demands	
Ability to work outdoors all year round mainly standing and walking for periods of up to 1.5 hours. Medium periods of concentrated sensory attention being alert to the actions of pupils during the lunchtime break. Ability to deliver active games e.g. throwing, stretching, bending		
Other	Other	
A commitment to providing a quality service to customers. A willingness to undertake job related training.		

Key to assessment methods; (A) application form, (I) interview, (R) references, (T) ability tests (Q) personality questionnaire (G) assessed group work, (P) presentation, (O) others