

LAKENHEATH COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION

JOB FAMILY: Midday Supervision

LEVEL: A

GRADE: Grade 1

LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload.

There will be some need to interpret information or situations and to solve straightforward problems.

Exchanges orally or in writing varied information with a range of audiences.

Problems will be referred to Headteacher, Deputy Headteacher or Senior Leader on duty.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

EXAMPLES OF DUTIES AT THIS LEVEL

- Direct supervision of pupils throughout the midday break, i.e. from the end of morning school until the start of the afternoon session
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field etc, as appropriate
- Playing or organising games and activities with all the children
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff
- Assist with the induction training of any new midday supervisory assistants or supply assistants when necessary
- Any other related duties as directed by the line manager/head teacher

YOU WILL NEED

- To complete Safeguarding Training
- To complete First Aid Training
- To have knowledge of the school's First Aid procedures
- Knowledge of appropriate school policies and procedures, ie behaviour
- The ability to identify and resolve straightforward problems, e.g. a minor disagreement between pupils
- The ability to refer more complex problems to the appropriate member of staff
- The ability to empathise with pupils, in order to maintain appropriate behaviour
- To be sensitive to pupils' individual needs when providing personal care or administering first aid
- The ability to provide straightforward advice to pupils
- Have experience of working with children outside of the home (minimum of one year preferred)
- To assist in cutting up food for disabled or younger children
- The ability to set up and clear away tables/chairs and assist with cleaning of dining area
- The ability to work within guidelines and procedures
- The ability to work to time constraints
- The ability to use own initiative

- The ability to support colleagues and contribute positively to team building and working together
- The ability to conciliate between pupils that have a disagreement
- The ability to record incidents in an appropriate school record e.g. accident book, behaviour book
- The ability to communicate with teaching staff regarding incidents, behaviour, accidents
- An understanding of your role with Keeping Children Safe in Education guidelines and of the school's Safeguarding policy and Child Protection procedures including radicalisation

PERSONAL QUALITIES

- Committed
- Good Interpersonal skills
- Patient / Calm
- Firm but fair attitude