

MOSAIC SCHOOLS LEARNING TRUST

PERSON SPECIFICATION

Post: Mid-day Supervisor

Hours: 1 hour 25minutes each day (38 weeks per year – term time only)

Reports to: Head of School /Senior Midday Supervisor

EXPERIENCE (Essential Requirements)

Experience of working with children would be an advantage

QUALIFICATIONS/TRAINING (Essential Requirements)

None specified

KNOWLEDGE/SKILLS (Essential Requirements)

Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children

Has a commitment to the protection and safeguarding of children

Is willing to work within organisational procedures and processes and to meet the required standards of the role

Has the ability to work as part of a team, under direction of the Senior Midday Supervisor

Has the ability to use initiative when required

Has good communication skills and is able to form good and appropriate relationships with children, other support staff, teachers and parents

Is flexible, patience and reflective and is committed to their own continual development in the role

Values and respects the views and needs of children

Has a sense of humour

DATE DRAWN UP: 2013

NAME: Andrea Carter

JOB TITLE: Executive Head Teacher

JOB DESCRIPTION

Title: Mid-day Supervisor Hours: 1hr 25 minutes per day [12.00 – 1.25 p.m.] 5 days per week 38 weeks per year	Section: MDS Reports to: Senior MDS/Head of School
MAIN PURPOSE OF THE JOB To be responsible, under the direction of the Head of School, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed policies and procedures, particularly those relating to the protection and safeguarding of children.	
SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES Essential Requirements • Must be willing to work within the school's organisational procedures and processes • Must display a commitment to the protection and safeguarding of children • Must value and respect the views and needs of children • Must comply with the school's Confidentiality Policy Main Duties and Responsibilities • Undertake direct supervision of the pupils in designated areas to be determined by the Senior Mid-Day Supervisor • Supervise the conduct of pupils, ensuring safe and orderly behaviour inside and outside of the premises, including when waiting in a queue to enter the dining room • To assist with the organisational arrangements in the dining hall • To ensure the children engaged in safe activities regarding playground games and that health and safety procedures are met to prevent avoidable accidents • To help pupils in the dining room and the play areas who may require assistance • To deal with minor incidents and when appropriate, refer more serious incidents to the Senior Midday Supervisor • To clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety • To ensure that sick and injured children receive treatment as quickly as possible General • Too undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.	