

## Valley Primary School

### Job Description

<b>Post Title:</b>	Pre-School Midday Supervisor
<b>Responsible to:</b>	Head Teacher and Pre-School Manager
<b>Responsible for:</b>	None
<b>Main Purpose:</b>  To be responsible, under the direction of the Head Teacher and Pre-School Manager 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.	

#### 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 children while they are eating or while they are engaged in play at lunchtime.
- To supervise the conduct of children, ensuring safe and orderly behaviour inside and outside the building
- To help the children in the dining room and the play areas who may require assistance
- To promote good table manners and a healthy approach to food
- To communicate effectively with other team members regarding the organisation of the lunchtime routine
- Provide, engage in and encourage suitable lunchtime activities both inside and outside
- To carry out organisational arrangements in the dining room
- To ensure the children are engaged in safe activities regarding playground games and that health and safety procedures are met to prevent avoidable accidents
- To deal with minor incidents and when appropriate, refer more serious incidents to appropriate staff
- To ensure that the eating areas are kept clean and tidy by clearing up spillages or debris around the dining areas and performing thorough cleaning at the end of each lunch session.
- To ensure that sick and injured children receive treatment as quickly as possible
- To understand the needs of individual children by reading appropriate risk assessments and behaviour plans.
- To report any concerns to a member of staff.

#### General:

- To 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.

## **EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Trust's equal opportunities policies and statutory responsibilities.

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.

**NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. This post is subject to an Enhanced Disclosure and Barring check.**

## PERSON SPECIFICATION

<b>Post Title:</b>	Pre-School Midday Supervisor
<b>Responsible to:</b>	Head Teacher and Pre-School Manager
<b>Responsible for:</b>	None
<b>EXPERIENCE (Essential Requirements)</b>	
<ul style="list-style-type: none"> <li>Experience of working with pre-school children would be an advantage</li> </ul>	
<b>QUALIFICATIONS/TRAINING (Essential Requirements)</b>	
<ul style="list-style-type: none"> <li>None specified</li> </ul>	
<b>KNOWLEDGE/SKILLS (Essential Requirements)</b>	
<ul style="list-style-type: none"> <li>Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children</li> <li>Has a commitment to the protection and safeguarding of children</li> <li>Is willing to work within organisational procedures and processes and to meet the required standards of the role</li> <li>Has the ability to work as part of a team, under the direction of senior staff</li> <li>Has the ability to use initiative when required</li> <li>Has good communication skills and is able to form good and appropriate relationships with children, other support staff, teachers and parents</li> <li>Is flexible, patient and reflective and is committed to their own continual development in the role</li> <li>Values and respects the views and needs of children</li> </ul>	

**Head Teacher signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_