



Temple Grafton Church of England Primary School
Midday Supervisor
SCP 2 - £18,198 pro rata - 4 hours/week

Midday Supervisor

Location: Temple Grafton C of E Primary School
Employer: Arden Forest Cof E Multi Academy Trust
Contract Type: Covid 19 Cover (possibly converting to permanent)
Working Pattern: Term time, Tuesday – Friday, 12pm – 1pm

This role is to supervise and ensure the safety and well-being of pupils during the lunchtime period. This could include assisting in the school hall with lunches but will primarily require supervision of children while they play, outdoors if the weather allows and indoors during wet play.

Temple Grafton C of E Primary School is committed to the promotion of equal opportunities and diversity. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS check.

Further details are available from Miss Britt in our school office and can be requested by contacting us by phone or on the email address below. If you would like to visit the school, please contact the office and we will arrange a mutually suitable time to show you round.

Closing Date: Friday 18th Sept 2020

Interviews: Week beginning 21st Sept 2020

Temple Grafton Church of England Primary School,
Church Bank,
Temple Grafton
Warwickshire,
B49 6NU
Tel: 01789 772384
Email: admin3066@welearn365.com

Knowledge and Experience	Essential	Desirable
A commitment to safeguarding and promoting the welfare of all our children	√	
An understanding of children's behaviour patterns, and appropriate ways of managing individuals and groups	√	
An understanding and appreciation of the differing needs and abilities of primary age children	√	
Experience of work/play with children of primary age	√	
Understanding of situations involving pupils or personnel that need to be referred to the Senior MDS	√	
Skills & personal qualities		
Possess good interpersonal & communication skills, the ability to work effectively in a team	√	
Ability to establish and maintain positive relationships with children based on respect and kindness	√	
Be able to understand, comply and work within policies: e.g. School Behaviour policy, child protection policy, health and safety, confidentiality and other school rules	√	
Ability to use initiative	√	
Fun approach to inspiring children's play	√	
Be calm, creative, empathetic, organised, patient, resourceful & tolerant with a good sense of humour	√	
React calmly and appropriately in an emergency, with the health and safety of both pupils and staff their prime concern;	√	
Enhanced Disclosure and Barring Service (DBS) Clearance (post exempt from the Rehabilitation of Offenders Act 1974) <i>(Can be arranged post interview with school office)</i>	√	

Temple Grafton Church of England Primary School

Midday Supervisor Person Specification

POST LEVEL: SCP 2

BROAD DESCRIPTION:

The role is to supervise and ensure the safety and well-being of pupils during the lunchtime period. This could include assisting in the school hall with lunches but will primarily require supervision of children while they play, outdoors if the weather allows and indoors during wet play.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE: The post has limited (or no) direct responsibility for financial resources.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

TYPICAL TASKS

- Supervise toileting and washroom activity
- Escort children to and from dining room
- Supervise collection of meals and assist with use of cutlery
- Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Supervise classroom and outside activities, encouraging inclusion
- Ensure orderly return to classroom
- Attend to minor accidents or to pupils who become ill
- Report to SMDS if accident occurs or if pupil falls ill
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Report to SMDS any breaches of school rules