



## **MARDEN HIGH SCHOOL**

### **Job Outline**

<b>Post</b>	<b>LUNCHTIME SUPERVISOR</b>	
<b>Grade</b>	<b>2 (7-9)</b>	<b>8 hrs per week</b>
<b>Responsible to</b>	<b>Bursar</b>	

### **Main Duties of the Post**

Responsible under the direction of the Bursar, individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the practices and procedures of the school. Duties will include supervision of the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (for example, cleaning up spillages, ensuring tables are clean etc) to ensure the maintenance of good order and discipline.

### **Support for Pupils**

- To deliver pastoral support whilst supervising the pupils
- To support and supervise pupils consistently whilst recognizing and responding to individual needs
- To promote the inclusion and acceptance of all pupils within the play ground and encourage pupils to interact and work co-operatively with others
- To provide feedback to pupils in relation to their behaviour and, when requested, to deal with minor incidents

### **Support for Teachers**

- To provide objective and accurate feedback of pupils' behaviour to a Senior Midday Supervisor or appropriate member of staff through a pre-determined reporting procedure
- To ensure the health and safety of pupils at all times

## **Support for the School**

- To assist with the induction of other Midday Supervisors, as directed
- To be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos/work/aims of the school
- To attend and participate in meetings, training and other activities, as required
- To recognize own strengths and areas of specialist expertise and use these to lead, advise and support others
- To train as, and undertake the duties of a first aider if requested.

## **General**

To undertake any other duties appropriate to the grade of the post .

# MARDEN HIGH SCHOOL

## Person Specification

### LUNCHTIME SUPERVISOR

Area	Criteria	Requirement
<b>Skills/Knowledge/Aptitudes</b>	<ul style="list-style-type: none"> <li>• The ability to develop good relationships with children and to work with them to promote high standards of behaviour and co-operation</li> <li>• The ability to understand the role of a Midday Supervisor in the school</li> <li>• To have an understanding of lunch time organization and routines and how to support the implementation of these</li> <li>• To have a knowledge and an understanding of whole school policies and the ethos of the school with particular knowledge and understanding of relevant playground policies, for example, bullying and racism</li> <li>• The ability to form a good working relationship with teachers and Senior Midday Supervisor and follow instructions and objectives for the class</li> <li>• The ability to work with a team of Midday Supervisors and contribute to the team</li> <li>• The ability to participate in training</li> <li>• The ability to deal with minor incidents and first aid</li> <li>• The ability to work in a changing environment in a flexible way</li> <li>• To understand equal opportunities and ensure that all pupils have equal access to opportunities to learn</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> </ul>	<p>Desirable</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a similar role</li> </ul>	<p>Desirable</p>