

# JOB DESCRIPTION AND PERSON SPECIFICATION



EMPLOYMENT DETAILS	
<b>JOB TITLE:</b>	Midday Supervisor
<b>GRADE:</b>	Bexley NJC points 3 – 4
<b>ALL STAFF RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>To live our values of collaboration, citizenship, sustainability and achievement.</li> <li>To follow our schools' and Trust's policies and procedures.</li> <li>To value lifelong learning and develop skills and knowledge.</li> <li>To adhere to the highest level of safeguarding and child protection.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE:</b>	To ensure the safety, wellbeing and positive behaviour of pupils during the lunchtime period, promoting a happy, healthy and engaging environment both in the dining hall and playground.

MAIN RESPONSIBILITIES	
<b>PUPIL SUPERVISION AND SAFETY</b>	<ul style="list-style-type: none"> <li>Supervise pupils in the dining hall, playground and indoor areas.</li> <li>Ensure pupils remain safe, well-behaved and appropriately occupied.</li> <li>Monitor pupil movement and account for all children.</li> <li>Support pupils who become upset, unwell or distressed.</li> </ul>
<b>BEHAVIOUR AND PLAY</b>	<ul style="list-style-type: none"> <li>Encourage active, positive and inclusive play.</li> <li>Lead simple games and activities.</li> <li>Support restorative conversations.</li> <li>Reinforce school values.</li> </ul>
<b>DINING HALL DUTIES</b>	<ul style="list-style-type: none"> <li>Monitor queues and assist younger children.</li> <li>Promote healthy eating.</li> <li>Support clearing and routines.</li> <li>Set up and clear dining hall equipment.</li> </ul>
<b>WELLBEING</b>	<ul style="list-style-type: none"> <li>Build positive relationships with pupils.</li> <li>Encourage inclusion.</li> <li>Support pupils with additional needs.</li> </ul>
<b>FIRST AID</b>	<ul style="list-style-type: none"> <li>Provide simple first aid.</li> <li>Record and report incidents.</li> <li>Follow health, safety and safeguarding policy.</li> </ul>
<b>TEAMWORK</b>	<ul style="list-style-type: none"> <li>Work collaboratively with staff.</li> <li>Report concerns proactively.</li> <li>Attend meetings/training.</li> </ul>
<b>ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Maintain tidy, safe spaces.</li> <li>Check equipment.</li> </ul>



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<b>GENERAL RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Prepare wet-play activities.</li> <li>• Uphold school values and safeguarding.</li> <li>• Maintain professionalism and confidentiality.</li> <li>• Undertake additional duties as required.</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.</li> <li>• Maintain safe working practices, professional boundaries and confidentiality when working with pupils.</li> <li>• Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.</li> </ul>

- This job description outlines the duties of the post at the time of publication.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

PERSON SPECIFICATION	
Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Good level of literacy and communication skills</li> <li>• Willingness to undertake training, including safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• Training in behaviour management or play leadership</li> </ul>
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience working with or caring for children in any setting (school, childcare, clubs, voluntary roles etc.)</li> <li>• Ability to supervise groups of children positively and calmly</li> <li>• Strong communication and teamwork skills</li> <li>• Ability to promote positive behaviour and resolve low-level conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a school environment</li> <li>• Experience supporting children with SEND</li> <li>• Ability to lead structured games and activities</li> <li>• Skills in restorative approaches or emotion coaching</li> </ul>



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<ul style="list-style-type: none"> <li>Ability to remain alert, proactive and safety-conscious</li> </ul>	
<b>Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Understanding of the importance of child wellbeing and positive relationships</li> <li>Awareness of health &amp; safety in a playground/dining context</li> <li>Understanding of inclusive practice</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of safeguarding responsibilities in schools</li> <li>Knowledge of strategies that support emotional regulation</li> </ul>
<b>Personal traits</b>	
<b>The successful candidate will be</b>	
<ul style="list-style-type: none"> <li>Warm, friendly, approachable and patient</li> <li>Reliable and punctual with a strong sense of responsibility</li> <li>Positive attitude and ability to use initiative</li> <li>Calm under pressure and able to adapt to changing situations</li> <li>Creative and enthusiastic about play and outdoor activities</li> <li>Willing to contribute ideas to enhance lunchtime provision</li> </ul>	
<b>Additional requirements</b>	
<b>The successful candidate will have</b>	
<ul style="list-style-type: none"> <li>Evidence of an enhanced DBS check, or willingness to undertake one.</li> <li>Suitable references from their previous employer.</li> </ul>	

<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	<b>School:</b>