

**London Borough of Havering
Social Care & Learning Directorate**

Job Profile

Job Title	Midday Supervisor & Play Leader
Grade	APTC Scale 3
Staff Managed (if any)	None

Job Purpose And Content

A Midday Supervisor is one of a team of school staff who are responsible for pupil supervision during the midday break. The postholder may be supervised on a day-to-day basis and managed by the Headteacher.

During the midday break the Midday Supervisor will be responsible for:

- Assisting and supporting the transition of pupils from class to the dining hall and/or the school playground (or other designated areas during wet play) and back to class at the end of lunchtime
- Supervising and supporting pupils whilst they eat
- Promoting and supervising positive and active play and pupil relationships
- Health, safety, security and basic first aid (after relevant training)
- Managing student behaviour
- Planning, encouraging and actively supporting positive play

Responsibilities And Role

1. The movement of pupils from their classrooms or the playground to the dining hall(s)/eating areas according to the schedules or timetables of the school and their return to the classrooms from the dining hall(s)/eating areas or the playground on time
2. The maintenance of good order and student behaviour, which is consistent with the behaviour policy and the culture and ethos of the school. The postholder is expected to intervene where necessary and know when and how to refer relevant behaviour matters to more senior school staff
3. Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the pupil to the designated first aider. Referring serious accidents or injuries to a senior member of staff
4. To deal with accidents, emergencies and unforeseen circumstances in accordance with the policies and procedures of the school
5. To report and bring to the attention of the relevant class teacher any relevant information, which may include serious incidents of pupil misbehaviour: to be aware of particular pupils and pupil relationships and to follow the strategies agreed with the teacher for addressing these pupils needs

6. To provide safe, creative and appropriate play opportunities including preparing activities, organising and arranging equipment
7. To undertake any necessary training
8. To ensure that a wide range of creative and motivating activities are available
9. To ensure that play opportunities meets the full range of children's individual and group needs
10. Supervising pupils in the dining hall(s)/eating areas which may include:
 - Organising the eating space and making sure the space is hygienic, clean and tidy before and after eating
 - Organising the pupils before, during and after their meal
 - Supporting pupils with particular needs and disabilities, which may include assistance with feeding/eating and supporting special eating programmes
 - Supporting the food selection and nutrition policy of the school
 - Dealing with spillages including body fluids (in accordance with the procedures of the school)
 - Supporting pupil hygiene and social skills, which may include toileting
11. Supervising pupils in designated areas of the school and the grounds, which will include:
 - Monitoring safe activity, intervening as necessary
 - Monitoring security – monitoring entry and exit from the school premises and challenging and reporting strangers where relevant
 - Actively promoting and instigating positive play and games, joining in with pupils where relevant
 - Being aware of and supporting the needs of particular pupils – encouraging socialisation and preventing bullying
12. Monitoring the toilet areas, addressing inappropriate behaviour, dealing with immediate issues and reporting to the office staff or other relevant person any damage or repairs required
13. To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school
14. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
15. To complete school based induction, first aid training, and any specialist health and safety training, and subsequent training required to improve performance and take part in the school performance management system (where relevant).

NOTES

1. The school expects all staff to be flexible. This means that a Midday Supervisor can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post
2. A Midday Supervisor may be deployed in accordance with the needs of the school on any particular day
3. This job description will be reviewed after one year and any review will include discussion with the postholder.

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Midday Supervisor & Play Leader

Skills and Abilities	Essential	Desirable	Assessed by
Able to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Able to work independently and support the work of the team	✓		Application & interview
Able to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Able to communicate and interact effectively with adults and children and young people	✓		Application & interview
Able to apply instructions given by teachers or supervisors	✓		Interview
Able to maintain confidentiality of pupil information	✓		Interview
Able to demonstrate respect for pupils and be able to listen to their views	✓		Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
A basic understanding of health, safety and security issues in schools		✓	Interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
Qualifications and Experience			
First Aid certificate (or willingness to complete the training)		✓	Application & interview
Experience, on a voluntary or paid basis, of working with children or young people		✓	Application & interview
Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis)		✓	Interview
Willingness and motivation to participate in any training or development required to improve skills/performance	✓		Application & interview
Willingness and motivation to undertake any specialist health and safety training required to meet the needs of the pupils and the school	✓		Interview
Previous experience of engaging with children and/or young people in play based or games activities	✓		Application & Interview
Ability to motivate and engage children and students in practical play activities	✓		Application & Interview
Knowledge of games children like to play	✓		Interview
Use initiative to create and adapt activities to engage and meet the needs of different children	✓		Interview
Use positive language and behaviour strategies	✓		Application & Interview

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.