**North Duffield CP School**

##### JOB DESCRIPTION

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| POST: | Mid-day Supervisor | | | | |
| GRADE: Grade AB | | |  | | |
| RESPONSIBLE TO: Headteacher | | |  | | |
| STAFF MANAGED: None | | |  | | |
| POST REF: | | |  | JOB FAMILY: |  |
| JOB PURPOSE: | | Working as a member of the mid-day supervisory team and under the direction of the play team co-ordinator, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. The play team is also responsible for ensuring that all our children have a pleasant eating experience at lunch time, monitoring pupil behaviour whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (eg for PE, school assemblies) in the afternoon. | | | |
| JOB CONTEXT: | | Required to work indoors and outdoors when supervising the children and young people to ensure their safety.  This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.  An ability to fulfil all spoken aspects of the role with confidence through the medium of English | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | | |
| Operational Issues | | * Work as part of a team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall. * Facilitate play opportunities and act as an ambassador for play. * Work with team members to ensure that all our children have a safe site for play. * Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch. * Assess play areas for risks daily and communicating/implementing any changes required. * Assist with putting out and packing away of play equipment/kit. * Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid. * Coordinate and communicate with the play coordinator, colleagues and the catering team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside. * Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encouraging good eating and social skills. * Clear and clean the hall during and at the end of service (e.g. spillages, assisting with waste food, trays and cutlery).Store all dining hall furniture and sweep the floor ready for use in the afternoon. * Offer care, support and advice for children during lunchtime. * Assist in the implementation of appropriate behaviour management strategies as required and report any inappropriate behaviour to the correct member of staff. * Contribute ideas and suggestions to improve the team practices and performance. * Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies. * Support and uphold the school’s values system and reward pupils with verbal praise for positive attitudes and behaviours. * Attend periodic team meetings and/or training for professional development. * Assist with training new team members. * Deal with minor first aid incidents; follow appropriate procedures for recording and reporting. | | | |
| Communications | | * Establish rapport and respectful, trusting relationships with children, young people and those caring for them. * Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner. * Communicate effectively with all staff, pupils, families and carers. * Provide support and encouragement to children and young people. | | | |
| Safeguarding | | * To be committed to safeguarding and promote the welfare of   children, young people and adults, raising concerns as appropriate.   * Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. * Be aware of own (and others’) professional boundaries. * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with | | | |
| Systems and Information | | * Participate in the school’s performance management scheme. * Participate in training and other learning activities and performance development as required. * Attend staff meetings and training days by agreement with the Headteacher. | | | |
| Data Protection | | * To comply with the North Yorkshire Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. | | | |
| Health and Safety | | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. | | | |
| Equalities | | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Within own area of responsibility work in accordance with the aims of the Equality Policy Statement | | | |
| Flexibility | | North Yorkshire Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with North Yorkshire Council Policies and Procedures. | | | |
| Customer Service | | North Yorkshire Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, human rights and working with others to keep vulnerable people safe from abuse and mistreatment.  * The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. | | | |
| Date of Issue: | |  | | | |