**Job Description**

## Operational

**S/he shall supervise and control pupils in the playground and in Victoria Drive PRU’s premises:**

* Check on any strangers who may enter school premises in accordance with school guidelines.
* Direct pupils to the playground and supervise their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary, in accordance with school guidelines.
* Prevent bullying and remain aware of changes in friendships. Participate in games where appropriate.
* Discourage any dangerous activities and deal with and report any unacceptable or challenging behaviour in accordance with Victoria Drive PRU policies and guidelines.
* Supervise pupils inside Victoria Drive PRU premises when they are not permitted outside due to poor weather.

**S/he shall undertake the supervision of pupils in the D &T room:**

* Encourage pupils, in particular those with special needs or disabilities, to eat their meals, (including those with packed lunches).
* Being aware of pupils on special or restricted diets for medical reasons through information provided to the school.
* Encouraging social skills and good table manners, ensuring safety with knives and forks.
* Ensuring pupils tidy/clear up after meals in a satisfactory manner.
* Cleaning up spillages as necessary when food or drink is spilt or dropped.

**Associated support duties:**

* Checking toilet areas regularly and ensuring pupils are not loitering or playing in toilet areas.
* Reporting any damage or blockages to the front office.
* Ensuring that any pupils who suffer an accident or injury are dealt with appropriately in accordance with agreed procedures

## General

* S/he shall establish and maintain good relationships with all staff, pupils and visitors.
* S/he shall write and submit reports in relation to incidents witnessed and / or dealt with while carrying out her/his duties.
* S/he shall attend relevant meetings and training sessions.

**MIDDAY SUPERVISOR: PERSON SPECIFICATION**

| Essential | Desirable | Evidence |
| --- | --- | --- |
| Qualifications and experience: | | |
| * Experience of working with children/young people. | * A qualification related to child care. * Experience of working in a school or similar establishment. * Experience of liaising with other professional colleagues. | Application form  Letter of application  References  Interview  Certificate/s (to be available at interview) |
| Knowledge and skills: | | |
| * Able to communicate effectively with people of all ages and levels. * Able to follow direction of line manager and others. * Able to deal with any bullying/challenging behaviour that may require intervention. * Able to assist pupils with their general hygiene requirements and spillages. | * Encouraging good social skills and manners. * Ability to motivate pupils to eat, including those with special needs and disabilities. * Ability to identify meal options for specific individual needs of pupils. * First Aid Qualification | Application form  Letter of application  References  Interview |
| Personal qualities: | | |
| * Able to form good relationships with students, staff and service users. * Able to work flexibly to meet deadlines and respond to unplanned situations. * Able to keep calm when under pressure. * Desire to enhance and develop skills and knowledge through training. * Commitment to the highest standards of child protection and safeguarding. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the school’s ethos, aims and its whole community. |  | Application form  Letter of application  References  Interview |