**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 formLetter of applicationReferencesInterviewCertificate/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 formLetter of applicationReferencesInterview |
| 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 formLetter of applicationReferencesInterview |