# MIDDAY SUPERVISOR

# Salary

Scale 1c Point 2

Salary £3,824.88 (actual pay)

7 hours 25 minutes hours per week- Monday to Friday 11:45am-1:30pm

Term Time only (39 weeks)

Victoria Drive is a warm, welcoming and inclusive Pupil Referral Unit that prides itself on the highly effective working partnership with Wandsworth Primary schools. It provides expert teaching and support to pupils who have Special Educational Needs and Disabilities (SEND), including Social, Emotional and Mental Health Difficulties (SEMHD). The core objective of the work is to sustain very low levels of exclusion by promoting the inclusion of pupils and strengthening schools’ capacity to respond to pupils’ needs.

**Line Manager:** The post holder will be directly responsible to the School Bursar

# Job purpose

The midday supervisor is responsible for:

* Assisting in securing the safety and welfare of pupils during lunch and break times.
* Undertaking the supervision and control of pupils in the playground.
* Undertaking the supervision and control of pupils in the D & T room and classrooms.
* Other associated support duties.

# Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the head teacher.

# Conditions of employment

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
* S/he is required to support and encourage the PRU’s ethos and its objectives, policies and procedures as agreed by the PRU Management Board.
* S/he shall uphold the school’s policy in respect of child protection and safeguarding matters.
* S/he shall be subject to all relevant statutory and institutional requirements.
* S/he may be required to perform any other reasonable tasks after consultation.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
* All members of staff are required to participate in the school’s appraisal scheme.

**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 childcare. * 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 |