Job Description

POST IDENTIFICATION

Post Title	Midday Supervisor				
Grade	1	**Job Evaluation ID:**	1741	**Date Evaluated/Reviewed**	01/04/15

Service Area	Education				
Service Team	Schools				
Responsible to	Headteacher				
Areas of Responsibility					
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To ensure that pupils are supervised during the lunch hour

KEY RESULT AREAS

1. Assist in preparing children to be ready for their lunch, whether provided by school or from home and supervise them whilst they are in the toilets.
2. Assist with the feeding of pupils if required.
3. Encourage good manners and behaviour in the dining room and help children use the correct cutlery.
4. Deal with spillages or accidents immediately and mark with a bollard if necessary
5. Supervise the safe passage of children from one area to another.
6. Supervise the children on the playground or indoors, depending on the weather conditions and having regard to their safety at all times.
7. Record all accidents on the record sheets
8. Be aware of health and safety requirements and use appropriate materials for cleaning up accidents / sickness.
9. Liaise effectively with all staff, teaching and non teaching.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
Qualifications	Click here to enter text.	• Click here to enter text.
Knowledge		Knowledge of playgound activities
Experience	Previous experience would be an advantage	An awareness of assertive discipline strategies
Aptitude & Skills	Ability to supervise children appropriately & develop trusting relationships Ability to liaise effectively with all staff, teaching & non-teaching Ability to work within a team Flexibility Professionalism at all times Approachable with a good sense of humour Willingness to attend training sessions	• Click here to enter text.

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Contribute with, and be open to change.

Communicate openly, being straightforward with people to generate trust and confidence.

Follow procedures and rules. Give feedback where these can be improved.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Listening / Speaking Skills	0	Writing Skills	0	Reading / Understanding Skills	0

Special Conditions

Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here