

## **JOB DESCRIPTION**

**JOB FAMILY:** Midday Supervision

**GRADE:** Grade 2

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload.

There will be some need to interpret information or situations and to solve straightforward problems.

Exchanges orally or in writing varied information with a range of audiences.

Problems will be referred to line manager.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

### **DUTIES AT THIS LEVEL**

- Direct supervision of pupils throughout the midday break, i.e. from the end of morning school until the start of the afternoon session
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field etc, as appropriate
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff
- Assist with the induction training of any new midday supervisory assistants or supply assistants when necessary
- Any other related duties as directed by the line manager/head teacher

### **KNOWLEDGE**

- Knowledge of relevant school procedures
- Basic knowledge of first aid

## **INTERPERSONAL AND COMMUNICATION SKILLS**

- Post holders need to be able to communicate appropriately with pupils, according to their age
- Post holders need to communicate with other members of staff, e.g. to report incidents that occurred during the school break

## **PHYSICAL DEMANDS**

- Post holders spend the majority of their time standing and walking

## **MENTAL DEMANDS**

- Post holders must be aware of pupil behaviour in general throughout the course of their work

## **EMOTIONAL DEMANDS**

- The work may be emotionally demanding on occasion, e.g. if two pupils have a dispute that escalates into a fight

## **RESPONSIBILITY FOR PEOPLE**

- Responsible for ensuring appropriate pupil behaviour during breaks

## **WORKING CONDITIONS**

- Works in all weathers, although pupils may be indoors during bad weather
- May occasionally experience verbal abuse from pupils
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## **COMMUNICATION**

- It is responsibility of all staff to be proactive in communication: communicating issues to their line manager; ensuring that staff e-mails are checked regularly and ensuring calendars are checked regularly for updates.

## **SAFEGUARDING**

- The school is committed to safeguarding and promoting the welfare of children and young persons at all times. The postholder will be responsible for promoting and safeguarding the welfare of all children on the [insert school], or with whom he/she comes into contact, in accordance with the schools' Safeguarding policies.
- The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- The postholder is required to have read and understood Keeping Children Safe in Education Part 1

## **DATA PROTECTION**

The postholder must comply with the Data Protection Act 1998 and from 25th May 2018 the General Data Protection regulations 2016. In order to do this the postholder agrees to:

- Read, understand and follow the school policies regarding data protection
- Ensure all personal information (staff, pupil or parent) held by the postholder is
  - Required for the role (if it is not it must not be held)
  - Used for authorised purposes
  - When the information is no longer required, deleting (if in electronic form), shredding (if in paper form) or passing on to an appropriate agency (e.g. a new school) as agreed by the policies
  - Stored confidentially by ensuring
    - if the document is in paper form that the number of copies is known, only provided to those individuals authorised to see the information, and destroyed when no longer used
    - If the document is in electronic form and stored on a computer that this information can only be accessed by authorised personnel by using password protected login and/or the document is password protected. These passwords must remain confidential to authorised personnel only
    - If the document is in electronic form and stored on a memory stick (or other portable storage device) that the memory device is encrypted and/or the document is password protected. These passwords must remain confidential to authorised personnel only
- Ensure that data information which the postholder is not authorised to view will not be accessed or attempt to be accessed