

# JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** | Mid-Day Supervisor | **Department / Service:** | Education |
| **Hours:** | 10 | **Level:** | G01 |
| **Location:** | Ysgol Y Gogarth | **Job Evaluation Number:** | GP0012 |
| **Responsible to:** | Headteacher or Senior Mid-Day Supervisor | **Responsible For: (Staff)** | N/A |

|  |
| --- |
| **Job Purpose:** |
| To ensure the safety and general welfare and conduct of pupils during the midday break period. |

|  |  |
| --- | --- |
| **Duties and Responsibilities - Job Specific** | |
|  | To supervise pupils in designated areas of the school during midday break and to ensure their safety, welfare and general conduct through application of the schools policies and procedures |
|  | To be ready to begin duties promptly at 11.30 o’clock |
|  | To carry out duties as a part of a team in the area of the school allocated by the Senior Mid-day Supervisory Assistant/Headteacher |
|  | To ensure, through observation and monitoring, that pupils are safe inside and outside the school building; |
|  | To assist children whilst eating their meals - as the need arises - either dinner or sandwich eaters |
|  | To encourage positive play and activities both on the playground and indoors on wet days |
|  | To support and encourage the use of the playground equipment boxes when the weather permits - and to participate in these activities where the situation allows; |
|  | To encourage positive behaviour during wet lunch breaks and where possible to support this by use of classroom "wet playtime boxes"; |
|  | To ensure that minor scrapes and injuries are quickly dealt with using the playground first aid box; |
|  | To ensure that all children who injure their head are seen by the Senior Mid day Supervisory Assistant/ Headteacher |
|  | To deal on the spot with children who are disobedient, rude or unpleasant to others |
|  | To highlight to the Headteacher areas of training or development that will support the efficiency and effectiveness of this role. |
|  | To ensure that children play on the designated areas (weather conditions/building work etc. permitting); |

|  |  |
| --- | --- |
| **Duties and Responsibilities – Corporate** | |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post:** Mid-Day Supervisor

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | Good numeracy and literacy skills and able to communicate clearly. | **AF/I** |  | D |
| Awareness of policies and procedures relating to Child Protection, Safeguarding, Health and Safety, Confidentiality and Data Protection. | **AF/I** | E |  |
| The ability to communicate in English is essential. | **AF/I** | E |  |
| The ability to communicate in Welsh is desirable. | **AF/I** |  | D |
| ***Contact & Relationships*** | There will a high level of interaction with individuals and groups of pupils. To work as a cooperative member of the school, liaising when necessary with other school staff | **AF/I** | E |  |
| ***Supervision & Management*** | N/A |  |  |  |
| **Creativity & Innovation** | To work within Schools policies and procedures. | **AF/I** | E |  |
| **Decisions/ Reccomendations** | The Post holder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate to establish safe and proper behaviour. | **AF/I** | E |  |
|  | The nature and level of intervention and the referral of problem to senior Staff will depend upon judgement within any guidelines and policies issued within schools | **AF/I** | E |  |
| **Resources** | If personal protection clothing are supplied, it must be worn at all times, as provided, and maintained to an appropriate standard | **AF/I** | E |  |
| **Physical Demands** | Applicants must be in good health & have physical fitness appropriate to undertake the range of duties as describe in the job description. | **AF/I** | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)