

Mid-day Supervisor

Monday – Friday 12.00 – 1.00 pm (5 hpw), 38 weeks per year

Grade 2 - Scale Point 1 (currently £9.00 per hour)

Closing date: Friday 20th September 2019 at 12 noon

Interviews: w/c 23rd September 2019

Location: Tollgate Primary (aged 4-9) and is part of the Bury All-Through Trust

<http://www.burytrust.org/trust/index.htm>

Duties will include supporting pupils at lunchtimes including supervision of playground and classroom activities.

You will:

- Supervise and support pupils during lunchtime
- Initiate and supervise appropriate games
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problems, minor injuries and reporting breaches of discipline to an appropriate member of staff

Visits to the school are welcomed and encouraged. Please contact the school on (01284) 752742 or email: tollgate@burytrust.org to arrange.

Our website: <http://burytrust.org/tollgate/>

If you are interested in the post then please download the application form and email to mrumsey@burytrust.org by the closing date.

The Bury St Edmunds All-Through Trust is an equal opportunities employer and actively considers the safeguarding of children during its recruitment processes

TOLLGATE PRIMARY SCHOOL

JOB DESCRIPTION

JOB FAMILY: Midday Supervision
GRADE: Grade 2
HOURS: 5 hours per week 38 weeks per year

LEVEL DESCRIPTION

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.

EXAMPLES OF DUTIES

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.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist		Basic knowledge of first aid
Literacy and numeracy	Ability to follow written guidance and procedures	
Organisational		Knowledge of appropriate school policies and procedures
Knowledge & use of equipment	Knowledge and ability to use security devices, these may include electronic or coded door locks, CCTV etc.	
Mental Skills:		
Problem solving	Ability to identify and resolve straight forward problems, e.g. a minor disagreement between pupils Ability to refer more complex problems to appropriate member of staff	
Interpersonal & Communications Skills:		
Caring skills	Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks Sensitivity to pupils' individual needs when providing personal care or administering first aid.	
Advising / guiding skills	Ability to provide straightforward advice to pupils	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Negotiating, influencing or conciliating skills	May be required to conciliate between pupils that have a disagreement	
Verbal and written communications skills (including use of languages)	May be required to record incidents in an appropriate school record	
Physical skills:		
Other manual skills	<p>Ability to cut food for disabled or younger pupils.</p> <p>Ability to set up and clear away tables/chairs and assist with cleaning of dining area.</p>	
Other attributes:		
Level of autonomy	Works within guidelines and procedures	