

**Northumberland County Council
JOB DESCRIPTION**

Post Title: Midday Supervisor	Director/Service/Sector: Children's Services		Office Use
Band:	Workplace: School based		JE ref: SG9
Responsible to: Assistant Headteacher	Date:	Lead & Man Induction:	HRMS ref:
Job Purpose: Under the direction of the Assistant Head Teacher, to ensure the safety, welfare and good conduct of pupils during the midday break period.			
Resources	Staff	None.	
	Finance	None.	
	Physical	None.	
	Clients	None.	
Duties and key result areas: Individually or as part of a team, Include but are not restricted to:-			
<ol style="list-style-type: none"> 1. Supervise pupils in the dining hall, playground areas and school premises. 2. Supervise and support Children in their access to play 3. Establishing good relationships with pupils; responding to the needs of each individual child and ensuring acceptance of each child. 4. Comply with all school policies relating to: Health & Safety; Child Protection and Safeguarding. 5. Work in such a way to promote the ethos and vision of the school. 6. Participate in training and development 7. To undertake other duties and responsibilities as commensurate with the grade of the post. 8. To report to Site Manager or Caretaker any hazards to health and safety and any necessary repairs 			
Work Arrangements			
Physical requirements:	Continuous standing and walking.		
Transport requirements:	None.		
Working patterns:	Monday to Friday lunchtime working.		
Working conditions:	Outside working.		

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PERSON SPECIFICATION

Post Title: Lunchtime Supervisory Assistant	Director/Service/Sector: Children's Services	Ref: SG9
Essential	Desirable	Assess by
Qualifications and Knowledge		
No particular qualifications or knowledge are required.		
Experience		
Experience of working with and caring for children of the relevant age.	Some experience in a similar environment.	
Skills and competencies		
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work. Appropriate first aid training Working as a member of a team	Current restraint techniques	
Physical, mental and emotional demands		
Ability to work outdoors all year round.		
Motivation		
A commitment to providing a quality service to customers.	A willingness to undertake job related training.	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits