



Job Description

Post Title:	Associate Staff (Behaviour and Guidance) Mid-Day Supervisor
Purpose and Responsibilities:	<ul style="list-style-type: none"> To be responsible to the Headteacher through the Assistant Headteacher, for the supervision of pupils during the lunch hour.
Reporting to:	<ul style="list-style-type: none"> Assistant Headteacher
Working Hours	<ul style="list-style-type: none"> Mid-Day: 12.15pm to 1.30pm Monday to Friday
RESPONSIBILITIES AND ACCOUNTABILITIES	
Main Tasks	<ul style="list-style-type: none"> Supervise pupils in the school dining hall, classrooms, corridors, and toilets and in the recreational areas outside the building. Maintain an orderly atmosphere in all areas. Assist in supervising the rota system and queuing procedure of pupils. In addition to the duties outlined above the general conditions agreed nationally apply. These relate to complying with legal requirements and codes of practice, working conditions inherent in the job, completion of any necessary paperwork and undertaking duties for posts up to and including those in the same grade. Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.
Other	<ul style="list-style-type: none"> Undertake other reasonable duties that are commensurate with the post, as required.

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Equality Act.

The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff.

The Support Staff Team members have a key function of providing the interface between the School, the public and the parents.

A high priority is to be given to standard of presentation of all written communications, booklets and information sheets.

Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.

Postholders must comply with the policies and procedures of Wolverhampton Girls' High School.



Person Specification

QUALIFICATIONS AND EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> Qualifications - none required Extended experience in one post. Able to work independently and to use own initiative. Should have experience of supervising children as parent or carer.
DESIRABLE	<ul style="list-style-type: none"> Current First Aid qualification. Experience of working with groups of children on a voluntary or paid basis.
KNOWLEDGE AND UNDERSTANDING	
ESSENTIAL	<p>The Mid Day Supervisor should be able to:</p> <ul style="list-style-type: none"> Knowledge and understanding of managing the behaviour of groups of children. Ability to work effectively and supportively as a member of the school team. Ability to act on own initiative, dealing with any unexpected problems that arise. Ability to demonstrate commitment to Equal Opportunities. Develop good relationships with staff and others. Seek advice and support when necessary.
SKILLS	
ESSENTIAL	<p>The Mid Day Supervisor will be able to:</p> <ul style="list-style-type: none"> Work as part of a group and individually. Inspire trust and confidence in children. Encourage high standards of pupil behaviour at all times. Observe the boundaries of the role. Relate to children on their level. Remain calm in a crisis.
DESIRABLE	<ul style="list-style-type: none"> Communicate effectively, both orally and in writing to an appropriate standard. Recognise behaviour giving cause for concern and inform teaching staff. Encourage and support children's play activities. Examine systems critically and suggest ways of improving efficiency.
PERSONAL QUALITIES	
ESSENTIAL	<ul style="list-style-type: none"> Willingness to take personal responsibility for standard of work carried out. Willingness to participate in further training and development opportunities offered by the school to further knowledge. Consistent in approach. Quick thinking, flexible and willing to adapt to changing circumstances. Resilience, enthusiasm, energy and vigour. Honesty, reliability, integrity and commitment to the success of the school.