Isle of Anglesey County Council
Job Description

Job Title: Mid Day Supervisor

Department: Learning

Section: Ysgol Rhyd y Llan

Salary Scale: Grade 1

Position in the Establishment

Accountable to: The Headteacher or other person designated by the Headteacher.

Responsible for:
Staff: No
Finance: No
Other: No

Purpose of the Post:
To supervise and ensure safety of school pupils during and after school meals.

To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

Key Tasks/Main Responsibilities:

- Supervising and maintaining discipline of pupils before, during and after meals, including active supervision in the playground or in the hall or classroom during wet weather.

- The duties shall include escorting the children to the dining room and helping generally during the serving of the meal.

- In the case of infants, the duties shall include carrying of plated meals to the tables (unless other arrangements have been made by the Headteacher), cutting up meat etc, training them in the use of knives and forks.

- Supervisors must ensure that children are not left unsupervised at any time.

- In Secondary Schools the supervision includes controlling the lunch queue both inside and outside the canteen.

Work arrangements

Working week: 5 awr yr wythnos

Location: Ysgol Rhyd y Llan

Language Requirements:

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick one)		Level 1 ☐	Level 2 ☐	Level 3 ✓	Level 4 ☐	Level 5 ☐
Reading (Tick one)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ✓	Level 4 ☐	Level 5 ☐
Speaking (Tick one)		Level 1 ☐	Level 2 ☐	Level 3 ✓	Level 4 ☐	Level 5 ☐
Writing (Tick one)	Lefel 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ✓	Level 4 ☐	Level 5 ☐
English Language Skills (Please see the skills framework attached)						
Listening (Tick one)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ✓	Level 4 ☐	Level 5 ☐
Reading (Tick one)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ✓	Level 4 ☐	Level 5 ☐
Speaking (Tick one)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ✓	Level 4 ☐	Level 5 ☐
Writing (Tick one)	Level 0 ☒	Level 1 ☐	Level 2 ☐	Level 3 ✓	Level 4 ☐	Level 5 ☐

Flexibility:
Your attention is drawn to the fact that in some cases, particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept levels of flexibility in duties and responsibilities and when necessary, interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

Review:
The job description is issued in April 2010 and will be reviewed regularly as part of individual and organisational development and performance review and may be subject to variation.

Person Specification

Job title: Mid Day Supervisor

Date: April 2010

Section 1: Education & Training

The minimum education, qualifications and/or training required for effective performance.

Essential:

Desirable:
3 GCSE's grade C or above or equivalent qualification.

Section 2: Experience

The range and level of experience of the duties, tasks and responsibilities within the job description and relevant related activities.

Essential:

Desirable:
Experience of working effectively and successfully with children.

Section 3: Key Qualities

Job specific knowledge and skills critical for effective performance in post.

Essential:
Effective communication skills, orally and in writing in Welsh and English.

Desirable:

Section 4: Personal Attributes

Personal values and characteristics which should demonstrated.

Essential:
Ability to demonstrate patience and understanding.

Desirable:

Section 5: Personal Circumstances

Requirements which, if not met, could place constraints on effective performance.

Language Skills – Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

iv) Writing

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision