BENCHMARK JOB DESCRIPTION

JOB FAMILY: **Midday Supervision**

LEVEL: **B**

JOB ID: **02MS**

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 and that of others.

There will be some need to interpret information or situations and to solve more complex problems.

Exchanges orally or in writing varied information with a range of audiences.

Problems will be referred to line manager.

Involves direct responsibility for induction, supervision and co-ordination of other midday supervisory assistants.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

EXAMPLES OF DUTIES AT THIS LEVEL

- Organise, deploy, support and supervise midday supervisory assistants as required
- 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
- Induction and 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	• Experience of working with pupils • Broad knowledge and understanding of medical conditions such as asthma, epilepsy etc.	• Broad knowledge of first aid • Supervisory experience
Literacy and numeracy	• Ability to follow written guidance and procedures • Able to complete records, e.g. incident report forms	
Organisational		• Knowledge of appropriate school policies and procedures • Broad understanding of the school structure
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 recognise and take action against disruptive or potentially threatening behaviour from pupils • Ability to arrange sufficient staff cover, often at short notice, e.g. a team member is ill at the beginning of the day	
Planning ahead	• Short/medium term planning of rotas for other staff	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Interpersonal & Communications Skills:		
Caring skills	• Sensitivity to pupils' individual needs when providing personal care or administering first aid. • Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks	
Training and / or presentation skills	• Carry out induction training of new midday supervisory assistants.	
Advising / guiding skills	• Provide procedural advice to midday supervisory assistants • Advise and guide pupils on the best way to handle situations	
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)	• Able to communicate effectively with pupils, parents, visitors and other staff at all levels • Contribute to meetings/review groups about pupil behaviour as appropriate • May be required to record incidents in an appropriate school record	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Physical skills:		
Other manual skills	• Ability to cut food or younger pupils or those with a disability • Ability to set up and clear away tables/chairs and assist with cleaning of dining area	
Other attributes:		
Level of autonomy	• Able to manage own work and that of midday supervisory assistants under the guidance of the head teacher or other member of staff • Able to identify problems and conflicts between pupils and take appropriate action	

EVALUATION NOTES

KNOWLEDGE

- Knowledge of relevant school procedures
- Broader knowledge of first aid and common medical conditions, e.g. asthma and epilepsy

MENTAL SKILLS

- Post holder will deal with more complex problems, e.g. significant disputes between pupils, or groups of pupils, assessing whether to refer issues to another member of staff
- Short term planning required when rostering midday supervisory assistants

INTERPERSONNEL AND COMMUNICATION SKILLS

- Post holders need to be able to communicate appropriately with pupils, according to their age
- Post holders need to communicate with other members of staff, e.g. to report incidents that occurred during the school break
- Post holders will supervise a number of other midday supervisory assistants

PHYSICAL SKILLS

- No particular requirement for developed physical skills

INITIATIVE AND INDEPENDENCE

- Work is covered by clear guidelines and procedures
- Problems will be referred to an appropriate member of staff
- Arranging for another midday supervisory assistant to work, at short notice, if a colleague is unwell

PHYSICAL DEMANDS

- Post holders spend the majority of their time standing and walking

MENTAL DEMANDS

- Post holders must be aware of pupil behaviour in general throughout the course of their work

EMOTIONAL DEMANDS

- The work may be emotionally demanding on occasion, e.g. if pupils have a dispute that escalates into a fight

RESPONSIBILITY FOR PEOPLE

- Responsible for ensuring appropriate pupil behaviour during breaks

RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)

- Responsible for organising, rostering, supporting and supervising a number of Midday Supervisory Assistants. This includes recruitment, induction and on-going support.

RESPONSIBILITY FOR FINANCIAL RESOURCES

- None

RESPONSIBILITY FOR PHYSICAL RESOURCES

- None

WORKING CONDITIONS

- Works in all weathers, although pupils may be indoors during bad weather
- May occasionally experience verbal abuse from pupils