

Job Description: Midday Supervisor

Job Purpose

To be responsible under the direction of the Headteacher and School Business Manager for the safety, welfare and the good conduct of pupils during lunchtime.

Key Tasks

1. To supervise pupils in the dining hall, playground, toilets, classrooms and on school premises
2. To clean all spillages, (which could include bodily fluids) and ensure that tables are clean during mealtimes. To assist with the setting up of tables and/or putting away of tables, if required.
3. To ensure good order and behaviour management is maintained throughout the lunchtime following the school behaviour policies and procedures.
4. To ensure pupils observe basic hygiene, i.e. hand-washing after toileting and before eating.
5. To administer basic first aid and deal with sickness, in accordance with training provided. Report and record accidents as required through the associated health & safety procedures.
6. To encourage pupils to develop healthy eating habits and good manners.
7. To encourage pupils to play appropriately and cooperatively, which could include some educational play activities.
8. To supervise pupils in classrooms during “wet play” providing activities that will keep pupils’ calm.
9. To work as a team to ensure lunchtimes run smoothly.
10. To ensure no child is removed/leaves the school premises without having the appropriate permissions from the Head of School/Class teacher.

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

Relationship to Other Posts in the School

Responsible to: Head of School/School Business Manager

Person Specification: Midday Supervisor

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Not applicable	NVQ Level1/2 relating to working with children First Aid certificate	AF AF / I
Experience	Experience of interacting with children	Experience of working with school-aged children	AF / I
Skills & Abilities	Ability to work under supervision and as a member of a team Interpersonal skills to communicate well with children and to command attention Ability to work in accordance with the school's health and safety policies Ability to be flexible and to work on own initiative within school guidelines Ability to deal with minor injuries		AF / I AF / I AF / I AF / I I
Knowledge	Some knowledge of children's games and activities Knowledge of basic first aid Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils Understanding of confidentiality and why this is important in a school	Knowledge of another language, e.g. British Sign Language, Urdu or Polish	AF / I AF / I AF / I AF / I
Work circumstances	To be able to undertake further training as required		I

Abbreviations: AF = Application Form; I = Interview.