



JOB DESCRIPTION

Midday Supervisor

General Conditions

- All duties will be carried out within recognised procedures or guidelines.
- May include ad hoc duties, which require some initiative.
- Problems will be referred to line manager.
- This job description may after consultation be changed to allow for needs of the school

Purpose of the role

To supervise pupils throughout the midday break

To provide and sustain a safe, purposeful, stimulating and encouraging environment at lunchtime

To encourage play and friendships

To improve pupil dining skills by modelling

To promote the schools values and ethos

All duties will be carried out within recognised procedures or guidelines.

MAIN DUTIES:

Direct supervision of pupils either 1-1 or in groups throughout the midday break.

Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playground, playing field etc, as appropriate

Improve pupil dining skills by modelling

Encourage play and friendships, you will need to be able to play and be playful, thinking creatively to engage with the pupils

Maintain hygiene standards by dealing with sick children, spills and accidents following school procedures

Deal with minor injuries, administering basic first aid if required and following school reporting procedures

Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem and reporting breaches of discipline to an appropriate member of staff

Any other related duties as directed by the line manager/head teacher

Be aware of the school's procedures and guidance for confidentiality

Be aware of school procedures, policies and guidelines where appropriate (Child Protection, Racial Equality, Health & Safety, Medicines, Asthma, Fire Drill etc)

Hours per day 1 ¼

Pay Grade 1 point 2