



Mickleover Primary School Job Description

Post: Midday Supervisor

Grade: Scale A

Responsible to: Lunchtime Play Leader

Purpose of Post

As part of a team, assist the Lunchtime Play Leader/Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the school premises.

Main duties and Responsibilities

Supervision and control of pupils in the dining hall. This will include:

- Ensure children have washed their hands prior to entering the dining hall
- Organise the dinner queues and entrance of pupils into and from the dining hall, ensuring good behaviour and a calm atmosphere.
- Directing of pupils to seats.
- Encourage pupils to eat, (including those with packed lunches). Be aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assist pupils with cutting up food, pouring etc where necessary.
- Encourage social skills and good table manners, ensuring safety with knives and forks. Ensure that pupils tidy/clear up in a satisfactory manner.
- Clean up spillages promptly, mopping the floor if needed, when food is spilt or dropped.
- Dealing with any bodily spillages in the dining hall in accordance with infection control procedures.
- Take responsibility for the maintenance of order and discipline in the dining hall area under the leadership of the Senior Midday Meals Supervisor.
- Following the school's health and safety procedures in relation to stacking chairs, mopping up spills etc

Supervision and control of pupils in the playground/on the field. This will include :

- Ensure that the children are dressed appropriately for the weather.
- Check on any strangers who may enter school premises in accordance with school guidelines.
- Direct pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary.
- Support positive play by leading and engaging in games during the lunch period.
- Prevent bullying, be aware of changes in friendships, and encourage socialising.
- Discourage any dangerous activities eg picking other children up etc. Deal with any unacceptable or challenging behaviour under the direction of guidelines in operation in the school.
- Report any bad behaviour to the Lunchtime Play Leader, who may then, when appropriate, report it to the class teacher/Assistant Headteacher.
- Supervision and control of pupils inside school premises when they are not allowed outside in poor weather. Occupy the pupils in various games and activities.
- Ensure that all pupils return to the care of teachers at the end of the lunch period.

Associated ancillary duties. This will include :

- Ensure that any child who suffers an accident or injury is dealt with appropriately in accordance with the school's agreed procedures.
- Check toilet areas regularly for signs of blockage in the toilets/ wash basins and to ensure pupils are not loitering or playing in the toilet areas. Report any damage or blockages to the Lunchtime Play Leader/Headteacher.
- Be aware of cultural differences between pupils, referring any incidents of racism to the Assistant Headteachers

General

- Participate in the delivery of local and national initiatives, where appropriate
- Participate in, and contribute to, staff meetings and INSET, where appropriate
- Promote the ethos of the school

- Act in accordance with school policies and procedures and relevant legislation particularly, in relation to child protection, behaviour management and confidentiality and promote the ethos of the school.
- Duties must be carried out in compliance with the LEA's Code of Conduct, including its Equal Opportunities policies.
- Work carried out must accord with current legislation and/or regulations.
- All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace.
- You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.

The job description may be amended at any time following discussion between the Headteacher, members of staff and Chair of Governors and will be reviewed annually.

Mickleover Primary School is committed to the safeguarding of its pupils and all appointments are made subject to full DBS clearance. I confirm that I have full DBS clearance and understand fully the requirements of this job description.

Signed:

Print:

Date:

Signed
(Headteacher)

Print:

Date:

Person Specification

	Essential	Desirable	How assessed
Education & Qualifications		NVQ level 1 / 2 relating to working with children	A/F I
		First Aid certificate	A/F I
Experience		Experience of interacting with children in a supervisory capacity	A/F I
Knowledge	Some knowledge of children's games and activities.		A/F I
	Knowledge of basic first aid.		A/F I
	Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils.		A/F I
	Understanding of confidentiality and why this is important in a school.		A/F I
Skills & Abilities	The ability to work as part of a team	Have a caring positive nature	A/F I
	Able to communicate effectively with a range of people	The ability to work effectively under pressure	A/F I
	Work in line with the school's behaviour policy		A/F I
	Ability to work in accordance with the school's Health and Safety policy		A/F I
	Be able to use a range of strategies for managing pupil behaviour		A/F I
	Willing to be flexible and to work on own initiative within school guidelines		A/F I
	Able to form and maintain appropriate professional relationships and boundaries with the children		A/F I

Abbreviations: AF = Application Form; I = Interview.