

# Burnt Ash Primary School

## Job Description and Person Specification – Midday Supervisor

**Grade:** BR4 (Points 12-13) Lunch time session.

**Reports to:** Senior Lunchtime Supervisor and School Business Manager

### Main purpose

Responsible, under the direction of the Head Teacher or other nominated person, either individually or as part of a team, for securing the safety, welfare and positive behaviour of pupils during the lunchtime break, in accordance with agreed practices and procedures.

### Summary of responsibilities and duties

#### Organisation

- Undertake direct supervision of pupils in designated areas.
- Assist with daily decisions on areas for pupil use, e.g. wet lunchtimes.
- Carry out basic first aid.

#### Resources

- Use basic first aid equipment as required
- Be familiar with safe use of play equipment and encourage children to play.

#### Responsibilities

- Supervise pupils in a proactive manner, encouraging positive behaviour to ensure safe and orderly conduct around the school.
- Positively promote and ensure school rules regarding games allowed are followed and that health and safety procedures are maintained. Help pupils in the dining area or play/other areas who may require assistance.
- Deal with minor incidents in a fair manner and where appropriate, refer serious incidents following the positive behaviour policy.
- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate, e.g. basic first aid.
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of a safe and clean environment.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Promote the positive ethos/work/aims of the school.
- Work as part of a team, appreciating and supporting the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

## SKILLS AND ABILITIES

Essential:

- Ability to work well with children and adults

## **KNOWLEDGE**

- Able to deal with adults and children with tact and sensitivity
- An understanding of the school's procedures relating to first aid and medical emergencies
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

## **EXPERIENCE**

- General experience of children and their supervision

## **QUALIFICATIONS**

- Undertake training as appropriate

## **SAFEGUARDING**

- Burnt Ash Primary School is committed to the safeguarding of all young people and expects all staff to adhere to strict safeguarding protocols