



Midday Supervisor

Snape Primary School

Opportunity, Community, Excellence



Job Description: Midday Supervisor

Reports To: Headteacher

Direct reports: None

Grade: Grade 2, SCP 2



SNAPE PRIMARY SCHOOL

Role Purpose:

- To effectively supervise pupils during the lunch period, providing a continuous presence.
- To ensure the safety, welfare and conduct of pupils in accordance with school policy.
- To raise the social achievements of pupils by ensuring lunchtimes are an enjoyable and safe experience for all the children

Key Responsibilities:

- To be responsible for supervising a group of pupils in the dining hall and other parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
- To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolve conflicts in a positive way.
- To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the senior midday supervisor/duty teacher/head teacher as appropriate.
- To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors.
- To encourage children to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
- To be aware of pupils on special or restricted diets for medical reasons from information provided.
- To deal promptly with minor incidents, e.g. cleaning up food spillages, pupils' accidents with toileting and changing clothes.
- To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate.
- To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
- To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
- To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.

Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



Person Specification

Essential criteria	Desirable criteria
<u>Qualifications and education:</u> <ul style="list-style-type: none">• Good Level of education	<ul style="list-style-type: none">• NVQ Level 2 or 3 in childcare / play work or equivalent• First Aid qualification
<u>Experience and knowledge:</u> <ul style="list-style-type: none">• Experience of working with children in EYFS, Key Stage 1 and Key Stage 2	
<u>Skills and behaviours:</u> <ul style="list-style-type: none">• Excellent communication skills – ability to communicate effectively with children and adults• Patience and resilience• Ability to resource child friendly activities • Creativity – the ability to engage children• Knowledge of how / when best to intervene in children's play and socialising to create a happy and safe environment• Team working experience and attitude• A knowledge and understanding of health and safety standards and best practice• Able to exert authority and give directions/instruction in a confident manner	<ul style="list-style-type: none">• Knowledge of effective strategies for behavior management with children• Good knowledge and understanding of equal opportunities and Special Educational Needs• A knowledge and understanding of the requirements of Safeguarding Children and Vulnerable Adults in the education sector as applicable to this role
<u>Professional development:</u> <ul style="list-style-type: none">• Commitment to personal professional development	