



Beaupré
COMMUNITY PRIMARY SCHOOL

Church Drove, Outwell, Wisbech, Cambs PE14 8RH Tel: 01945 772439 Email: office@beaupre.cambs.sch.uk

Web: www.beaupreprimary.co.uk Headteacher: Mrs Michelle Munday

JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and require all staff to demonstrate this commitment in every aspect of their work

Post Title: Midday Supervisor – With Play Leader Responsibilities

Grade: Scale 2

Responsible to: Headteacher and Lunchtime Manager

Purpose of the Job: To ensure the security and care of the pupils of the school and stimulating environment and to promote active and creative play experience so that all our children have meaningful lunchtime play every day. To support and facilitate meaningful and productive child initiated play in accordance with play policy.

Main Duties and Responsibilities:

- To be responsible for the day to day organisation of play sessions sports ensuring sufficient resources to promote each of the play types as listed in the play policy
- Provide an interesting and stimulating environment by organising resources purposefully in a safe and caring manner
- To ensure a rich and varied set of play activities is available to all children
- To ensure resources are stored appropriately
- Sets out the activities at the start of a session and ensure that the area is tidy at the end of the session
- To supervise pupils, playground areas and school premises, during the lunch period, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline. Provide emotional support when necessary
- To offer each child attention, stimulation and support and making the observations required. Facilitate peer led play opportunities
- To report to the Play Team Lunchtime Manager* at beginning of the lunch period and receive any instructions with regard to duties.
- To monitor and promote positive behaviour of pupils and provide reflective opportunities to any anti-social behaviour that may arise, reporting incidents to the Lunchtime Manager* as appropriate. Complete any relevant documentation required by the school in relation to incidents occurring during the lunchtime period
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures. Administer first aid as appropriate, and report this using the school system
- Be aware of any special medical conditions and the relevant precautions and treatments necessary
- Maintain control and discipline and provide safe, creative and appropriate play activities. Organise and support pupil playground leaders

- A commitment to equality and diversity, providing engaging playwork activities and interventions for all pupils including those with SEN and those who find positive behaviour choices challenging
- Complete purchase requisitions for equipment and materials within an agreed budget for discussion and authorisation by the Headteacher. Work with the school in coordinating appeals for resources
- To participate in planning sessions with review and plan new activities which promote play development and to ensure that plans are implemented in sessions
- Ensure that the fabric of the building and the quality and condition of resources used by the pupil are safe and secure. Removing any resources which are not of suitable condition and reporting any defects to the Office Manager to ensure that remedial action can be taken
- To attend training courses, meetings and other ongoing training as required

Major Tasks:

- To familiarise and follow the school's policies, procedures, and operational plan, especially the Special Educational Needs, Behaviour Management, Child Protection, parental involvement and confidentiality policies
- To keep completely confidential any information regarding the children, their families, the governing body or other staff which is acquired as part of the job
- To report directly to the lunchtime manager or headteacher
- To undertake such duties as reasonably delegated by the lunchtime manager or headteacher
- Keep up to date with regular OPAL training

Administration and Finance:

- To ensure records are properly maintained including accident book, and other records required by the school

Health and Safety:

In conjunction with the Governing Body, to ensure

- That the play area is a safe environment for children, staff, and others
- That the equipment is safe, standards of hygiene are high
- That safety procedures are implemented at all times
- To hold or train for a Paediatric First Aid Certificate
- To carry out first aid as necessary
- To take any necessary first aid action to ensure the health, safety and wellbeing of pupils and staff

Building and Maintenance:

- Ensure the building is kept in good repair and informing the Office Manager of any concerns
- To report any defects or repairs required to the Supervisor
- Report any defects or repairs to furniture or equipment to the Supervisor

Playground

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions
- To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the Lunchtime Manager.
- To ensure that pupils who leave the school site have permission to do so.

School Premises

- To supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather
- To ensure that, when classrooms are used during the midday break because of inclement weather that there is a plan for suitable activities to keep the children quietly occupied and stimulated, and that the classroom is left tidy, ready for afternoon school sessions
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Lunchtime Manager

To:

- take part in training appropriate to the job of midday supervisor including safeguarding training
- take part in any appraisal arrangement made by the school

- undertake any other duties consistent with the purpose of the job

Dining Hall

There may be times when the postholder may be asked to cover in the Dining Hall for absent staff members.

All staff must

- Comply with data protection requirements in all working practices and maintain confidentiality
- Fulfil equality and diversity and health and safety responsibilities appropriate to the role
- Undertake any other duties consistent with the grading of the post

The post holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their coordinator and the school’s designated person for Child Protection.

This job description may, from time to time be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Signed:Post holder

..... Headteacher

Date:

Date: