

JOB DESCRIPTION

SCHOOL: St John the Baptist Primary School

POST TITLE: Midday Supervisor

GRADE: C (SCP 3)

REPORTS TO: Level 3 Teaching Assistant

MAIN PURPOSE: To work under the direct instruction of the L3 Teaching Assistant, to supervise pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

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TASKS:

- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dinner area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Ensure the correct meal is served to each child as directed by their lunch choices and other staff
- **In mainstream** - help younger pupils with the proper use of cutlery, and help them cut up their food when necessary
- **In specialist provision** – encourage the child to sit and eat in a way appropriate to their stage of development and sensory need.
- Assist pupils with the return of used plates, trays, cutlery and beakers etc. if appropriate
- Assist with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, checking items are nut-free and ensuring that all packed lunch items are cleared away after use
- Report to the class teacher any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance if necessary
- Follow safeguarding procedures in line with school policy
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff, as required
- Maintain professional boundaries, including when speaking to children, and acting as a positive role model
- Adhere to confidentiality and data protection requirements
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Ensure actions at all times, including social media use, are not detrimental to the reputation of the school.

SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties in line with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

POST TITLE: Midday Supervisor

GRADE: C (SCP 3)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	• Basic skills • Willingness to participate in training and development opportunities	• First Aid training • Safeguarding training
EXPERIENCE:	• Experience of dealing with children of primary age	• Experience of working in a school environment • Experience of working with children in a similar age group, including children with special educational needs
SKILLS/ KNOWLEDGE:	• Ability to relate well to children and adults • Good communication skills • Ability to work effectively as part of a team • Be able to maintain confidentiality • Good listening skills • The ability to organise lunchtime activities for children, in conjunction with other staff in school • The ability to be proactive and ensure that children's lunchtimes are safe and happy • Able to use own initiative • The ability to manage behaviour of children in a positive and supportive manner • An understanding of hygiene and good health	• Relevant knowledge of First Aid • Knowledge of Safeguarding children • Knowledge of Health & Safety • Equal Opportunities and recognising the nature of the diverse school community
PERSONAL ATTRIBUTES:	• Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school • Committed to safeguarding children • Willingness to be adaptable • Excellent time keeping and attendance	