

Asterdale Primary School

Job Description

Midday Supervisor

JOB PURPOSE

- To work as part of a team monitoring pupil behaviour during the midday break.

ACCOUNTABILITIES

- To supervise the behaviour of allocated pupil groups in allocated areas during the midday break.
- To know boundaries of own responsibility and when to refer to more senior staff.

Accountable to the Head teacher.

KNOWLEDGE

- Supervise allocated activities and groups of pupils to maintain their health, safety, welfare, good conduct and safeguarding having regard to any special/additional needs.
- Report incidents to more senior staff in line with school policy.
- Assist in the supervision of activities during the midday break, including setting out and storing equipment.
- Encourage pupils to select and eat healthy, balanced meals.
- Clean up spillages of food or liquid during meals service.
- Wipe down tables and clean dining areas between groups of pupils dining.
- Undertake similar work at other times if required.
- Operate the school's policies (e.g. Behaviour management, First Aid, Accident Reporting) and procedures regarding visitors, intruders, requesting to take pupils off site.
- Ask for guidance/advice if unsure how to proceed.

ADDITIONAL SKILLS AND DEMANDS

- Follow tried and tested procedures.
- Identify straightforward solutions to simple problems.
- Ask for advice and guidance if unsure how to proceed.
- Communicate with pupils and staff during midday break orally and clearly and form appropriate relationships.
- Give practical and safety advice to pupils and ensure compliance.
- Ensure respect from pupils by your appropriate behaviour.
- Requires normal physical skills.
- Implement all tried and tested routines/policies as instructed.
- Use tact and diplomacy to advise, guide, persuade or instruct pupils.
- Ask for advice if unsure how to proceed.

- Likely to be standing or walking for most of each session.
- May be periods of greater effort in cleaning or carrying at pace.
- Able to work quickly when necessary.
- Able to work indoors or outdoors in all seasons.
- Follow all tried and tested procedures as instructed.
- Be alert to respond to hazards and challenging situations.
- Many days will run smoothly and pass without serious incidents.
- Minor interruptions are a normal feature of this post.
- Occasionally exposed to emotionally demanding situations with challenging pupil behaviours or resolving conflicts.
- Need to know how to defuse situations and lower the temperature.
- Refer to senior management for advice on school's Behaviour Policy and when to refer situations on for senior staff to resolve.

RESPONSIBILITIES

- Responsible for health and safety and welfare of allocated pupils during lunchtime within guidance of senior supervisor.
- No formal supervision of staff within this post
- Finance not normally a feature of this post
- Responsible for safe use of any equipment used by allocated pupils either indoor or outdoor as defined by senior midday supervisor.

WORKING CONDITIONS

- Work is normally indoors and outdoors in all seasons.
- Pupils can be noisy, friendly, demanding, challenging.
- Knowledge and use of procedures for dealing with spillages and accidents.

PERFORMANCE MEASURES

- No performance management responsibilities for other staff.
- To co-operate with schools normal performance management/appraisal of own job role.

SAFEGUARDING

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role in our school
- To be fully aware and compliant to 'Keeping Children Safe in Education' and the school's 'Safeguarding and Child Protection' policy
- To ensure that the Headteacher or Designated Safeguarding Lead is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection.

Signed:

Date: