



Kingsnorth Church of England Primary School

Job Description

Post: Mid-Day Supervisor
Pay Scale: APLb

Responsible to: Deputy Headteacher and Safeguarding Officer/DCPC
Liaison with: School Staff, pupils and parents
Breakfast Club Staff as Line Manager

Job Purpose: To ensure the security, safety and good conduct of pupils during the lunch break.
To ensure that children are ready and able for quality learning to take place.

The School is committed to safeguarding and promoting the welfare of children and young people. The person appointed will be required to implement fully the school policies and procedures for child protection and security. The interview will include questions about safeguarding children.

Principle Accountabilities

- ✓ To fully engage with the Coaching into Appraisal (CiA) process for performance review
- ✓ Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for Year R
- ✓ Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
- ✓ Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
- ✓ Assist the pupils, as necessary, during the meal break to ensure their wellbeing. (This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs).
- ✓ Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
- ✓ Assist in collecting pupils from Year R and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
- ✓ Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly fully in accordance with the school policies
- ✓ Supervision of pupils in the dining hall, playground and school premises, including the toilets and cloakrooms.
- ✓ Patrolling around the school outside making sure there are no problems. (Indoors – wet play)
- ✓ Maintaining good order and discipline among pupils and safeguarding their health and safety. (Indoors – wet play)
- ✓ Encouraging children to play using positive behaviour management strategies in line with the school's behaviour management policy, and helping with play activities if required.
- ✓ Acting as a role model and encouraging courteous and considerate behaviour.
- ✓ Making sure that children do not leave the school premises or go into areas of the school that are out of bounds; knowing the layout of the school both internally and externally, and being aware of site entrances and exits, boundaries and access points for vehicles.
- ✓ Helping children at mealtimes – this may involve helping some children to cut up their food, showing them how to use cutlery and encouraging good table manners.
- ✓ Cleaning up spillages and making sure that tables are clean.
- ✓ Dealing with incidents of misbehaviour and write up incidents and if necessary, reporting them to the Class Teacher or Head/Deputy Head.
- ✓ Tend to sick or injured pupils and reporting any serious accidents; liaising with the School Office regarding sick or injured children.

