



Kingsnorth Church of England Primary School

Job Description

Job Title: Midday Supervisor
Salary: £19,428 - £19,640
Contract Type: Permanent / Part Time
Hours: 7.5 hours
Pay Scale: APLb

Line Managed By: Welfare Officer
Responsible To: Deputy Headteacher, Class Teacher, Pupils, Parents

Main Purpose of role:

- A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- › Supervise pupils in the lunch area, playground and classrooms (for wet play)
- › Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- › Monitor pupils that aren't engaging in play and feed back any concerns to class teachers

Organisation

- › Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- › Manage pupils' entrance and exit from the lunch area in an orderly manner
- › Clean up food and water spillages

Health and safety

- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- › Record details of incidents in line with the school's reporting procedures
- › Be aware of and support pupils with medical/dietary needs
- › Promote the school's policy around healthy eating to pupils
- › Feed back concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- › Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- › Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- › Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- › Organise play activities to encourage pupils to play and make use of play equipment
- › Offer educational instruction where needed to help pupils to share play equipment
- › Help to resolve issues between pupils during play activities

Professional development

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- › Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- › Know and understand the school procedures of reporting all concerns

Additional Expectations

- › To have read and understood the Kingsnorth Staff Handbook issued at induction, as this contains many operational instructions to help you carry out your duties
- › To attend termly Inset days for Safeguarding updates

As a member of staff at Kingsnorth CE Primary School you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school. They promote equal opportunities and respect confidentiality.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the job holder.

Signed: _____
Date: _____

Signed (Headteacher): _____
Date: _____