

The Bourne Partnership

Job Description: Mid-Day Supervisor

School: Hadlow Primary School
Grade: Kent Range 3
Responsible to: Line Manager

Purpose of the Job:

Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

Key duties and responsibilities

When you are in the school hall you will:

1. Put out tables (where applicable).
2. 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.
3. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
4. Teach children good table manners and ensure that they are polite and sensible.
5. Check that pupils have or are provided with a drink and/or that sufficient amounts of their meal has been eaten – this includes children having packed lunches
6. 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).
7. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space ready for afternoon lessons.
8. Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.

When you are on the playground or supervising wet lunchbreak you will:

1. Assist in collecting pupils from the classroom/playground and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
2. Organise, lead and model playground games and other activities for pupils outside on the playground.
3. Oversee the collection and neat replacement of all playground games used during the lunchbreak.
4. Supervising children in their classrooms during wet playtimes when the children must be seated playing board games or drawing or finishing work.
5. Oversee basic First Aid.

Reporting:

1. Report back to the class teacher, via the class contact book, any incidents (behavior, first aid, wellbeing etc.) that have happened at lunchtime.
2. Complete First Aid forms before leaving the sign. Notify the office of any necessary parent communication; e.g. bumped heads

Date:

Signed:

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.• First Aid qualification would be an advantage.
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working with children would be an advantage.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.• Ability to recognise and deal with emergency situations.• Ability to communicate with other adults who share a supervisory role and with other school staff.
KNOWLEDGE	<ul style="list-style-type: none">• Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities.