**BIRTLEY HOUSE INDEPENDENT SCHOOL**

**Job Description**

**Role: Midday Supervisor**

**Hours: 11.45am – 13.15pm**

**Responsible to: Office Managers**

**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:**

1. Ensure pupils eating are seated in an orderly fashion and assist pupils, as necessary, during the meal break to ensure their wellbeing. Eg. Providing them with a drink, helping with spillages, opening packets etc.
2. Once meals are finished, ensure the tables are wiped down and left clean and tidy.
3. Assist in moving pupils to the outside play areas and supervise areas used by the pupils to ensure safe and appropriate behaviour is observed.
4. To initiate, facilitate and encourage pupil participation in a varied programme of group play / games / activities.
5. To prepare, utilise and tidy away a range of equipment, materials and resources to provide activities which engage and motivate children.
6. To assist pupils as required during the lunch period to ensure their wellbeing.
7. To encourage positive interaction and play between pupils to promote inclusion and sharing.
8. To encourage good behaviour in accordance with school behaviour policies and rules.
9. To report any incidents to the class teacher to ensure continuity / communication between the playground and the classroom.
10. Encourage pupils to tidy equipment away and ensure it is completed.
11. To provide first aid treatment, recording any incidents that occur in accordance with the school first aid policy.
12. Attend SEN / Safeguarding training as directed by the Headteacher.
13. Undertake (or possess already) Food Hygiene Level 2 qualification.

In addition, all members of the school community are expected to:

* Display a commitment to child protection and safeguarding. Report to the DSL any behaviour by colleagues, parents and pupils, which raises concern.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_