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| **Post Holder:** |  | |
| The description of the duties, responsibilities and accountabilities for the post of Midday Supervisor at St Mary’s Catholic Primary School | | |
| Responsibility Areas | 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 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 | * Manage pupils’ entrance and exit from the lunch area in an orderly manner. * Clean up food and water spillages. |
| Health & 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 * Feedback concerns relating to pupils’ health and safety to a senior member of staff |
| Behaviour | * Report any serios behaviour incidents of serious 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 |
| Safeguarding | * Attend safeguarding training provided by the school. * Make sure pupils remain on the school premises during the midday break * Look out for any unidentified visitors approaching the school and follow the school’s procedures for approaching/reporting individuals |
| Other areas of responsibility | * Read and follow the relevant school policies * Undertake training required to develop in the role |
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| Accountable to | | Senior Leadership Team |
| Salary range | | KR3 |
| Signed | | Date: |