

# WROTHAM ROAD PRIMARY SCHOOL

## JOB DESCRIPTION : MIDDAY SUPERVISOR

### GENERAL DUTIES

To supervise and care for the children during the lunch break ensuring their safety and welfare and helping them to develop good eating habits and consideration for others.

To work together as a team to ensure consistency and effectiveness.

To follow the school's behaviour policy in dealing with poor behaviour and encouraging good behaviour.

To speak confidentially to the Inclusions Manager and/or the Assistant Headteacher, who are the Child Protection Co-ordinators, if there are concerns about the welfare of any child.

To report back to the Deputy Headteacher or class teacher if there have been problems with any child or to the Headteacher if it is a more serious or repeated problem.

To undertake any activities that have been put in place and requested by the Play Leaders.

To play games with the children, initiating and supervising activities.

### CANTEEN : Main Duties

To assist with laying up places and pouring drinks and to assist with clearing away after meals.

To follow the established procedures in directing children to collect food and return trays, cutlery and beakers.

To help children with skills such as cutting food, using cutlery correctly and eating properly and also to develop the children's skills in social interaction.

To help children with lunchboxes to manage their food – for example, unscrewing drink flasks and opening crisp packets.

To ensure packed lunch boxes are orderly at the end of lunchtimes for parents to collect after school.

### PLAYGROUND (OR CLASSROOM IF WET) : Main Duties

To help children develop good social skills, playing games and taking turns and caring for each other.

To be actively involved in the children's play – leading and organising games and activities.

To collect the younger children from their classrooms and lead them in an orderly fashion into the playground or canteen, ensuring that they are not left unsupervised.

To ensure the safety of younger children returning to the infant playground.

To deal with minor first aid matters and to report more serious ones to the Headteacher or his Deputy or one of the designated First Aiders whose names are on the recognised list.

## Wrotham Road Primary School

### Person Specification: Mid-day Supervisor

	<b>MINIMUM</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>Basic reading and writing skills.</p> <p>Some play related experience</p>	<p>First Aid qualification</p> <p>Basic child care related qualification.</p>
<b>SKILLS AND ABILITIES</b>	<p>Awareness of Health &amp; Safety and child welfare issues.</p> <p>Able to relate to children in a kind and considerate way</p> <p>Able to assist children to develop social skills and consideration for others.</p> <p>Good communication skills.</p> <p>Able to deal with minor first aid matters.</p>	<p>Knowledge and experience of working with children.</p> <p>Enthusiasm for playing games and interacting with children of all abilities and ages.</p> <p>Awareness of need to promote healthy meals/snacks.</p> <p>Awareness and ability to maintain agreed standards of cleanliness and hygiene.</p>
<b>PERSONAL QUALITIES</b>	<p>A level of physical health as required by the position.</p> <p>Able to communicate well and interact with children.</p> <p>Sensitive to children's needs.</p> <p>Integrity.</p> <p>A caring attitude.</p>	<p>Enthusiastic approach and able to work as a member of a team.</p> <p>Good sense of humour and patience with children.</p> <p>Energy and liveliness in approach to the post.</p>