

Shenstone School Midday Supervisor

Grade: Bexley04

Main Duties:

As part of a team assisting the Senior Management Team in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site of the school. This may include helping pupils to eat their lunch who are unable to feed themselves. It also includes leading pupils in their play and lunch time clubs.

Principal Accountabilities:

1. Supervision and feeding of pupils in the dining hall
2. Supervision and playing with pupils in the playground and other areas e.g.: ball pool
3. To be aware of any health and safety and child protection concerns and report them

Job Content

1. Supervision of pupils in the dining hall, including:

- Where appropriate, supervise pupils with general hygiene requirements (washing, toileting, changing clothing etc. in accordance with school policy) prior to entering the dining hall.
- Encouraging pupils to eat (including those with packed lunches) Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assisting pupil with cutting up food, pouring liquids etc, using cutlery and crockery appropriate for their needs
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils / staff.

- Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate.
- Follow individual pupil programmes and allow them to make choices

2. Supervision of pupils in the playground and about other school premises:

- Preventing bullying, being aware of changes in and encouraging friendships, encouraging socialising, play skills, participation in games etc.
- Discouraging any dangerous activities. Dealing with unacceptable or challenging behaviour under the guidelines in the school. Be aware of the pupils who have individual behaviour plans, and follow them.
- Follow the school / class / individual reward systems
- Inside the school premises in inclement weather, occupy pupils in a variety of games and activities.
- Follow the Guidance in the school Health and Safety Policy

3. Associated Duties:

- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the School's agreed procedures.
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- To be aware of and follow procedures laid down for individual pupils when having an epileptic fit or asthma attack.
- To be aware of all pupils' medical needs and the procedures laid down in the care plans.
- To attend regular INSET training sessions.
- To be aware of any health and safety concerns and report them to the appropriate authorities e.g. designated person for child protection-head teacher

Conditions of service:

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as appropriate.

Special Conditions of Service:

The postholder may be required to work outside of normal school hours on occasion, with due notice.

Because this post allows substantial access to children, candidates are required to comply with Departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up the post, they will be required to complete an enhanced DBS form.

Signed:

Date: