



## Leigh Primary School

### JOB DESCRIPTION

#### Midday Supervisor

**Post Title:** Midday Supervisor

**Responsible to:** Midday Supervisor Manager and Headteacher

**Purpose of the Job:** To ensure the security, safety and well being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the Headteacher.

#### **Main Duties and Responsibilities:**

1. Supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. Report to the supervisor at beginning of the lunch period and receive any instructions with regard to duties. Manage the children's movement the around school throughout the lunch period.
3. Monitor the behaviour of pupils using the schools behaviour policy discouraging in a positive way any anti-social behaviour and reporting any incidents to the supervisor/class teacher as appropriate.
4. Ensure the safety and well being of children, providing emotional support where necessary.
5. Arrange and supervise appropriate play and physical activities.
6. Administer first aid appropriately in accordance with the school's agreed procedures.
7. Maintain confidentiality
8. Report all defects and near misses
9. Follow the rules and systems in the Midday Supervisors handbook
10. Adhere to the school policies
11. Undertake other responsibilities in line with duties of the post

## Dining Hall

- Supervise children eating their lunches, this includes encouraging children to consume their food. Encourage children to 'have a go' at eating food, but do not exert undue pressure and inform the class teacher if a child consistently leaves food so that the parents can be informed.
- Monitor the behaviour of children while they eat, support them to develop their social skills and maintain discipline,
- Monitor lunchboxes to ensure their contents are healthy and do follow school guidelines on lunch boxes (All supervisors are made aware of any food allergies)
- Support the children in making healthy choices when eating their lunches.
- Inform the class teacher if you have any concerns over the children's eating.
- Encouraged the children to leave their tables tidy at the end of the session and to pick up any rubbish on the floor.
- Action school procedures in emergencies (see Midday Supervisor Handbook for details)

## Playground/green

- Check outdoor play equipment before use.
- Ensure pupils know when they are allowed to play with play equipment and what equipment is available. Encourage children in their play. When possible, feel free to join in with their games and set a good example of how to play.
- Support pupils so they respect the equipment and share the items appropriately.
- Encourage our children, in a safe and structured way, to take risks. Children learn by their mistakes and by being free to make them in a comfortable and safe surrounding. When appropriate children should be encouraged to "have a go" at an activity, take a risk and learn from their experiences.

## Wet Play:

- When necessary supervise children indoors on wet play days.

Signed on behalf of the Employer:

Signed by the Employee:

Name:

Name:

Position:

Position:

Date:

Date:

Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	None	Current First Aid qualification
<b>Experience</b>	Experience of supervising children (this could be as a parent or carer.)	
<b>Knowledge and understanding</b>	A knowledge and understanding of <ul style="list-style-type: none"> <li>• Managing the behaviour of groups of children.</li> <li>• the value of play</li> </ul>	A knowledge and understanding of <ul style="list-style-type: none"> <li>• child development</li> <li>• social interaction</li> </ul>
<b>Skills</b>	Skills to: <ul style="list-style-type: none"> <li>• Communicate effectively</li> <li>• work as part of a group and individually;</li> <li>• inspire trust and confidence in children;</li> <li>• encourage high standards of pupil behaviour at all times;</li> <li>• Observe the boundaries of the role,</li> <li>• respect confidential information</li> <li>• Support play and when required initiate games and activities appropriate to the age of the children;</li> <li>• relate to children on their level;</li> <li>• remain calm in a crisis.</li> </ul>	Skills to: <ul style="list-style-type: none"> <li>• recognise behaviour giving cause for concern, and inform teaching staff</li> </ul>
<b>Personal characteristics</b>	Calm under pressure Empathetic Well-organised Able to communicate well with staff and children. Creative Resourceful Tolerant	