

Job Title:	Midday Supervisor	School Name:	Lyndhurst Primary School
Grade and Range:	Grade 3 scp 2 – 6	Hours:	7.5
Reports to:	Headteacher/ Deputy teacher/SENCo	Working Pattern:	Term Time Only
		Supervises:	None

Purpose and context:	<p>As part of a team, assisting the Headteacher/Deputy Headteacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises of the school in accordance with the general instructions of the Reporting Body.</p> <ol style="list-style-type: none"> 1. Supervision and control of pupils in the dining hall. 2. Supervision and control of pupils in the playground and about other school premises. 3. Associated ancillary duties.
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Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils on the school's premises during the midday break to ensure that the break runs effectively and maintain the safety and welfare of pupils

Duties and responsibilities

Supervision

- Supervise pupils in the lunch area, playground and classrooms (including 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 feedback any concerns to class teachers

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and 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
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour 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

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- 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

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Knowledge of basic Health and Safety and First Aid• First aid training (or willingness to complete it)• Knowledge of and understanding of the welfare and social needs of pupils during the mid-day break
Experience	<ul style="list-style-type: none">• Working with children or young people• Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none">• Ability to respond quickly and effectively to issues that arise• Ability to use own initiative and take action accordingly• Effective communication with adults and children• Ability to follow instructions from senior team members• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies• Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding pupil needs• Motivated to work with children• Ability to form & monitor appropriate relationship & personal boundaries with children• Emotional resilience in working with challenging behaviours• Appropriate attitudes to use of authority & maintaining discipline• Uphold and promote the ethos and values of the school• Maintain confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion

Special conditions	<ul style="list-style-type: none">• Post holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply• An understanding of the principles of Keeping Children Safe in Education 2021 and a commitment to ensuring the health, safety and wellbeing of all children.• The post holder may be asked to work additional hours, with due notice.
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Notes:

This job description may be amended at any time in consultation with the postholder.