

WILLIAM GILBERT ENDOWED SCHOOL & NURSERY

JOB DESCRIPTION

Post:	Mid-day Supervisor
Location:	William Gilbert End (CofE) Primary School & Nursery
Accountable to:	Senior Mid-day Supervisor/School Business Manager/ Deputy Headteacher & Headteacher
Purpose of the Job:	To ensure the security and care of the pupils of the school and to promote their social development during the lunchtime period.

MAIN DUTIES AND RESPONSIBILITIES:

1. To supervise pupils, during the lunch period, the interval between the close of the morning session and the restart of school in the afternoon and for five minutes before and after this break, in the 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. To report to the Senior Midday Supervisor/Key Stage co-ordinator at the beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Midday Supervisor/Key Stage Co-ordinator as appropriate.
4. To ensure the safety and well being of children providing emotional support where necessary.
5. To arrange and supervise appropriate activities under the direction of the Senior Midday Supervisor/Key Stage Co-ordinator.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
7. To ensure all pupils return to their classroom at the end of the lunch break.
8. Observe hygiene regulations and wear appropriate clothing as supplied by the school.
9. To carry out any other instruction given by the Headteacher, reasonably falling within the purview of the post.
10. To comply with the requirements of the school's Health and Safety policy.

Dining Hall

11. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
12. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Senior Midday Supervisor/Key Stage Co-ordinator.
13. To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
14. To encourage social skills and good table manners, ensuring safety with knives and forks.
15. To clean up spillages of food and to organise clearing cutlery and flight trays off tables. This includes the supervision of the table where children leave their dirty cutlery and flight trays. Younger pupils will need a supervisor to clear their flight tray before it is stacked ready for cleaning.

Playground

16. Where appropriate to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
17. To supervise and control entrance exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concern to the Senior Midday Supervisor/Key Stage Co-ordinator/Deputy Headteacher/Headteacher.
18. To ensure that pupils who leave the school site have permission to do so.
19. If the weather conditions prevent pupils from being in the playground, supervise the pupils in school as necessary.