

Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL

Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

JOB DESCRIPTION

Job Title: Midday Supervisor

Salary Grade: NJC Support Staff Grade A

Accountable to: Head Teacher

Post Objective

To maintain the health, safety and welfare of children, in the provision of effective and well organised supervision throughout school during the lunchtime period, under the direction of a senior member of the Play Team.

To work as a member of the Play Team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all.

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their own development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To work as part of the Play Team to cover all lunchtime tasks daily. This may include sessions outside and sessions in the dining hall.
2. To organise and supervise activities and groups of children to maintain their health, safety, welfare, and safeguarding, having regard to any special/additional needs.
3. Support and uphold The Arboretum Way to Play, including our 3 school rules, and reward pupils with verbal praise for positive attitudes and behaviours.
4. The supervision of pupils safely entering, queuing and eating in the Dining Hall and of other designated areas, inside and out, where children congregate during lunchtime.
5. To check all children against the dinner registers and report any issues to the office.
6. Encourage pupils to select and eat healthy, balanced meals.
7. Clean up spillages of food or liquid during meals service.
8. Wipe down tables and clean dining areas between groups of pupils dining.

9. Report incidents to more senior staff in line with school policy.
10. Administer First Aid and complete associated records as required.
11. Work with the Play Coordinator to ensure all children have access to exciting play opportunities every lunch time.
12. Assist with putting out and packing away of play equipment/kit
13. Facilitate play opportunities and act as an ambassador for play
14. Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
15. Assess play areas for risks daily and communicate/implement any changes required.
16. To notify a senior member of the Play Team and other senior staff, as necessary, of any incidents relating to bullying.
17. Ensure that all children return promptly and safely to their classroom at the end of lunchtime, and feedback on any specific issues to the class teacher / teaching assistant.
18. Undertake similar work at other times if required.
19. To work effectively within the boundaries of own responsibility and know when to refer to more senior staff.
20. Contribute ideas and suggestions to improve the team practices and performance
21. Attend periodic team meetings and/or training for professional development.
22. Assist with training new team members.
23. To work in accordance with school policies and procedures, with particular reference to Safeguarding, Behaviour and Health and Safety, to ensure a safe, effective, child friendly environment during lunchtimes.

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher; however the responsibility level should not exceed those outlined above

Postholder Name

Signature **Date**