Job Description & Person Specification

Kingsway Primary School
Valley Gardens
Gloucester
GL2 2AR
Email – admin@kingsway.gloucs.sch.uk
Tel: 01452 881800

Job Title: Midday Supervisor
Accountable to: Head Teacher
Job purpose: to supervise pupils over the lunchtime period

Job summary:

Working as part of a team, securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in the school building and within the school grounds, in accordance with the general instructions of the Headteacher and the job description below.

Roles:

1. Supervision and control of pupils in the dining hall using positive behaviour management techniques e.g. praise, reward and a calm voice level.
2. Supervision and control of pupils in the playground and about other school premises as above.
3. Setting up the dining hall and playground prior to the arrival of children and tidying after lunch has finished.
4. Safeguarding pupils

Duties and Responsibilities

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Supervision and control of pupils in the dining hall, including:
    - Where appropriate, assist/supervise pupils with their general hygiene requirements (washing hands, toileting, changing clothing etc prior to entering the dining room
    - Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
    - Dealing with any inappropriate behaviour that may occur according to the school's behaviour policy.
    - Directing pupils to seats and deciding on seating arrangements
    - Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
    - Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
    - Assisting pupils with cutting up food, pouring liquids etc. where necessary
    - 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 immediately 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

2. Supervision and control of pupils in the playground and about other school premises, including:
   - Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
   - Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation.
   - Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/School Office staff.
   - Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
   - Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
   - Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour according to the school's behaviour policy
   - Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
   - Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.
   - Ensuring all pupils are supervised at all times during the lunchbreak until safely returned to the class teacher.

3 Setting up the dining hall and playground prior to the arrival of children and tidying after lunchtime is finished.
   - Putting out sufficient tables and benches for the numbers of children on each sitting and putting back at the end of lunchbreak
   - Opening windows or putting on heating as appropriate to the weather. Closing windows and putting off heaters after the room becomes vacant
   - Refilling water dispenser, collecting spare cups and spoons etc.
   - Collecting and returning anti-bacterial spray and cloths to clear up after lunchbreak
   - Checking toilet areas regularly for signs of vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas Reporting any damage or blockages to Caretaking staff
   - 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

4 Child Protection
   - To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures
   - To pass any concerns about children immediately to the Designated safeguarding lead
   - To observe matters of confidentiality thus safeguarding the pupils and their families

Working Time: 8.75 hours per week

Specified working hours: between 11:30am and 1.40pm daily depending on the needs of the school

Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.

Kingsway Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed:

Head Teacher/ Line Manager's signature: _____

Date: _____

Post-holder's signature: _____

Date: _____

PERSON SPECIFICATION

MIDDAY SUPERVISOR

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		• First Aid certificate
Experience	• Experience of working with children and young people (either paid or unpaid).	• Experience of supervising pupils in a school environment.
Knowledge	• Knowledge of basic Health and Safety and First Aid.	• A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.
Skills & Ability	• Effective communication skills. • Ability to supervise and organise pupils. • Ability to promote calm and reassuring behaviour, and personal control to pupils.	