

St Thomas More Primary School

JOB DESCRIPTION – Midday Supervisor

Responsible to: Headteacher and Senior Supervisor

Purpose of the Job: To ensure the security and care of the pupils of the school and to promote their social development and the school ethos during the lunch time period.

Main Duties and Responsibilities:

1. To 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. To report to the Senior Supervisor at 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 Supervisor 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 Supervisor.
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 take part in training/meetings appropriate to the job of midday supervisor.
8. To take part in any appraisal arrangement made by the school.
9. To undertake any other duties consistent with the overall level, nature and grading of the post at the direction of the Headteacher.

Dining Hall

1. 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 Supervisor.
2. To ensure that on entering the dining hall all children stand behind their stools and say the Grace before Meals respectfully.
3. 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.
4. To encourage social skills and good table manners, ensuring safety with knives and forks.
5. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

1. To encourage children to play, to organise and participate in games and activities with the children.
2. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
3. To supervise and control entrance and exit to school premises by pupils during the lunch break. Challenge any strangers who may enter the school grounds and report any concerns immediately to the Senior Supervisor.
4. To ensure that pupils who leave the school site have permission to do so.

School Premises

1. To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
2. To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
3. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Senior Supervisor.
4. To report any issues regarding Health and Safety to the Senior Supervisor.

Signed: _____ Date: _____

St Thomas More Catholic Primary School

Person Specification – Midday Supervisor

	Essential	Desirable
KNOWLEDGE Knowledge of:		<ul style="list-style-type: none"> • First Aid Training • Basic health and safety training. • An understanding of the welfare and social needs of pupils during the midday break.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • The ability to converse at ease with pupils, parents, colleagues, governors and visitors to the school in accurate spoken English in accordance with the Fluency Duty. • Literate (e.g. read and understand procedures, instructions and dinner registers) • Numerate (e.g. accuracy in completing dinner registers and timesheets) • Able to work within set standards and procedures • Able to work flexibly to meet the requirements of the post. • Able to work constructively as part of a team. 	
EXPERIENCE		<ul style="list-style-type: none"> • Experience of working with children (either paid or voluntary).
PERSONAL	<ul style="list-style-type: none"> • Willingness to undertake relevant training. • Positive attitude to children of all abilities and needs. • To uphold the Catholic ethos of the school. • Available to work throughout the academic year. 	<ul style="list-style-type: none"> • Confident in the use of the telephone and dealing with others face to face.
EQUALITY	Candidates must demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities.	

The successful candidate will be subject to an Enhanced DBS check paid for by the school and will require two satisfactory professional references.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.