

**SOMERSET BRIDGE PRIMARY SCHOOL
JOB DESCRIPTION**

Directorate:	Children and Young People
Service:	Schools
Job Title:	Midday Supervisor
Reports To:	Deputy Head

Main Purpose of Job:

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

To provide care, support and a safe play environment for pupils by maintaining discipline and good behaviour.

Main Responsibilities and Duties:

Supervision

- Working as a team to effectively supervise all pupils in in the lunch area, playground and classrooms (for 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 feed back any concerns to class teachers
- Being aware of children's specific needs and ensuring they feel safe and secure
- Support individual child with SEN on a one to one basis during lunchtime, as required

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 and ensure the hall is ready for school use in the afternoon

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of first aid, accidents and/or 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
- Feed back concerns relating to pupils' health and safety to a senior member of staff
- Challenge unauthorised entry to school premises reporting to a senior member of staff

Behaviour

- Manage student conflicts in a calm, supportive and appropriate manner, in line with the school's behaviour policy
- 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 & Scrapstore

- Organise play activities to encourage pupils to play and make use of play equipment
- Interact with children, encouraging and modelling appropriate play
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities
- Consider the risk-benefit analysis approach when managing risks during play

Safeguarding

- To work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- To promote the safeguarding of all pupils in the school.
- 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 for health and safety and to develop in the role
- Follow instructions/guidance received from line manager and wider Leadership.

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Facts and Figures:

Working within defined policy and procedures. No direct supervision of staff.

SUPPORTING PROCESSES

Problem Solving and Creativity:

Within guidelines and under the direction of the Head/Deputy or senior member of staff, maintain discipline.

Decision Making:

Needs to be able to identify inappropriate or bullying behaviour and understand when and how to intervene. Operate consistently to all students.

Physical Effort and Working Conditions:

Working indoors or outdoors. Manual handling of dining hall furniture. Dealing with sickness and administering first aid (if qualified).

Contacts and Relationships:

Contact with all staff and students.

Additional Information:

Needs to be aware of behavior and safeguarding policies and the school Code of Conduct.

The School operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Knowledge, Skills and Experience:

Experience of working with students. Commitment, patience, flexibility, firmness, team worker, literate, communication skills, and inventiveness.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date:

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

SOMERSET BRIDGE PRIMARY SCHOOL
Personal specification – Midday Supervisors

ESSENTIAL	DESIRABLE
<p>1. Qualifications</p> <p>Willingness to complete training in line with the requirements of the post</p>	<p>First Aid qualification</p> <p>Manual Handling training</p>
<p>2. Experience</p> <p>Working with children and young people</p> <p>Working and collaborating within a team</p>	
<p>3. Knowledge and Understanding</p> <p>Understanding of the importance of confidentiality</p> <p>Understanding of and commitment to safeguarding, equality, diversity and inclusion</p>	
<p>4. Key Skills and Competencies</p> <p>Ability to respond quickly and effectively to issues that arise</p> <p>Ability to use own initiative and take action accordingly</p> <p>Effective communication with adults and children</p> <p>Ability to follow instructions from senior team members</p> <p>Ability to have a firm but fair approach to handling behaviour issues in line with school policies</p> <p>Ability to build effective working relationships with colleagues</p> <p>Patience and ability to work with children across the school with different needs</p>	
<p>5. Personal Qualities</p> <p>Is flexible and adaptable</p> <p>Commitment to supporting and understanding pupil needs</p> <p>Uphold and promote the ethos and values of the school</p>	<p>Personal interest beyond the School.</p>