

## Job Description

<b>Title:</b>	Relief Midday Supervisor (s)
<b>Accountable to:</b>	Head Teacher and Deputy Head Teacher
<b>Salary:</b>	Grade 1
<b>Location:</b>	Mapplewells Primary and Nursery School

### Position Overview:

To provide cover as and when required, to assist in the supervision of children both in the dining area and in play areas. To ensure the orderly conduct, welfare and safety of pupils during school lunch breaks.

### Key Responsibilities:

1. Responsibility to the Headteacher for the supervision of children throughout the midday break
2. Control queues to dining areas and ensure that the overall arrangement for the children at lunchtime is a happy experience.
3. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
4. Ensure the safety of the children by removing spillages, tables are clean ready for the next child, dining room is left clean and tidy. Supervise the return of trays, crockery and cutlery by the children.
5. Ensure dining areas are left clean and tidy
6. Arrange supervision to allow movement amongst the children within the area covered.
7. Follow the schools behaviour policy to ensure high expectations of behaviour
8. Keep the children safe by minimising the likelihood of the children hurting themselves, others or damaging property.
9. Supervising pupils in classrooms during bad weather.
10. Administer basic first aid
11. Work in a positive way to ensure children behave well and report any concerns to teaching staff.
12. Be alert to issues of Health and Safety showing initiative to minimise risk to children and report concerns to the headteacher
13. Check to see that all children return to the classroom, reporting any incidents to class teachers/senior midday supervisor
14. Carry out any other instructions given by the headteacher, reasonably falling within the responsibilities of the post
15. Attend training to improve own skills and knowledge
16. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

### **General Responsibilities:**

1. Be aware of and comply with school policies and procedures particularly in respect of Child Protection and Health and Safety
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Participate in training and other learning activities as required
5. Be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

### **Safeguarding and Equal Opportunities Statement:**

Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and post holders to share this commitment. We are committed to equality of opportunity for all staff and applicants. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### **Person Specification:**

We are seeking a friendly and enthusiastic person to join our team of mid-day supervisors in order to provide the best quality care for our children over lunchtimes. We are looking for someone with commitment and initiative to help organise lunchtimes so that our children are active and happy, whilst also recognising the importance of learning about healthy food choices.

### **Education and Knowledge**

Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g. supervision & support of pupils in the dining & play area, cleaning of tables in dining area, provide breakfast to pupils, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons

### **Experience**

No prior experience is required for this role, all training will be provided.