

Rivington Primary School



Job Description

Post: Midday Supervisor

Line Manager: Deputy Head

Responsible to: Head teacher

Duties

Responsible for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the practices and procedures of the Local Authority.

Main Duties

- Supervising pupils on the corridor and on the playground
- Escorting pupils onto the playground or into the dining hall
- Supervising basic hygiene procedures/toileting, handwashing
- Supervising children in the classroom in the event of wet dinnertimes
- Formation of orderly queues where necessary
- Supervising pupils as they eat their lunch
- Ensure good manners and eating habits are encouraged and reinforced
- Clear tables and spillages on the floor
- Ensure crockery and cutlery are returned
- Keeping good order and discouraging unsafe action
- Supporting children in their play
- Suggesting and helping with play activities, encouraging them to play appropriate games to ensure safety and wellbeing
- Listen and talk with the children
- Attend to minor first aid needs
- Record ALL accidents in the accident book and fill in accident forms where necessary
- Deal with misbehaviour in line with school policy
- Report behavioural issues to the relevant class teacher

At ALL times Midday Supervisors should:

- Be clear about school rules, aims, policies, routines and procedures
- Ensure that children do not leave the school without permission from the head teacher
- Ensure security by challenging any stranger on the premises
- Dealing with emergencies including relevant supervision and action following accidents or activation of fire procedures
- To be committed to continuing professional development
- To comply with the Data Protection Act and School policies and procedures
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- Any other duties under the direction of the manager which are commensurate with the overall grade and responsibility of the post.