



Job Description

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Job Title:	Midday Supervisor, Maternity Cover
Line Manager:	Midday Coordinator
Location:	The Shade Primary School
Salary:	Scale 1
Hours of work:	7 hours and 30 minutes per week Monday to Friday, 11.30am – 1.00pm Term time only

Job Purpose:

To ensure the safety and wellbeing of children during the lunchtime period, supporting the school's policy for promoting positive behaviour and safeguarding.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share
- To actively supervise children during the lunch period in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental wellbeing of children and the maintenance of good order and discipline
- To report to the relevant member of SLT (Senior Leadership Team) or Midday Coordinator at the beginning of the lunch period and receive any instructions with regard to duties
- To monitor the behaviour of children, discouraging in a positive way any anti-social behaviour and reporting any incidents to the line manager as appropriate
- To ensure the safety and wellbeing of children, providing emotional support where necessary
- To arrange, supervise and support appropriate activities, under the direction of the line manager and encourage positive play
- To ensure that all children who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures



Dining Hall and Classrooms

- Before children enter the dining hall, ensure they have visited the toilet and washed their hands where appropriate
- To organise the dinner queue and entrance of children into the dining hall and from the dining hall to the playground, ensuring good behaviour and a calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to the line manager or class teacher
- To supervise the children while they are eating, joining the playground staff on completion
- To encourage all children to eat, but especially those with special needs or disabilities, and to assist children with cutting up food, pouring water etc. where appropriate
- To encourage independence, social skills and good table manners, ensuring safety with knives and forks
- To clean up spillages of food and organise clearing cutlery and crockery from tables

Playground

- Where appropriate, to collect children from classroom(s) ensuring that they are adequately dressed for the weather conditions
- Ensure the children are safe and supervised at all times, staying vigilant to strangers that may seek children's attention through the school boundaries. Report any concerns or unusual events to the Midday Coordinator or a member of SLT

School Premises

- To supervise children on the school premises, in the hall, classroom(s) and through corridors when they are unable to go outside due to inclement weather
- To ensure that when classrooms are used during the midday break because of inclement weather, children are quietly occupied and that the classroom is left tidy, ready for afternoon lessons at 1pm
- To check toilet areas regularly to ensure that they are clean and being used appropriately, reporting any problems to the line manager

Other

- To take part in training appropriate to the role, including first aid training
- To take part in any performance management arrangement made by the school
- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post



- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.