



Our Lady of Mount Carmel Catholic First School Academy Job Description

Post: Midday Supervisor
Line Manager: Senior Midday Supervisor

1. JOB PURPOSE

The post holder will be responsible, under the direction of the Senior Midday Supervisor for the supervision of pupils during the midday break.

The post holder will supervise children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during school lunch breaks and encourage purposeful play and social skills activities.

The job involves some lifting (table, chairs, equipment etc) and bending and the post holder will be expected to work both inside and outside.

2. PRINCIPLE ACCOUNTABILITIES

TO ENSURE THE SAFETY OF PUPILS

To ensure that pupils remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a pupil may be at risk. Manage first aid as necessary. Under the guidance of the Senior Midday Supervisor carry out risk assessments to ensure a safe environment. (eg weather conditions)

TO ENSURE THE ORDERLY CONDUCT OF PUPILS

To supervise the movement of pupils between classrooms, and play and dining areas from the start of the lunch break until classes re-commence and to ensure orderly conduct in the dining area.

3. ADDITIONAL ACCOUNTABILITIES

To play a key role in supporting the personal and emotional development of children

- Encourage positive relationships: encouraging children to take responsibility for their actions: listening and learning respect for each other; learning to play co-operatively and recognising how their behaviour impacts on others.
- Provide support for individual pupils as necessary

To take responsibility for the organisation and use of playground resources

- Take responsibility for the correct use of resources – eg checking equipment in adverse weather conditions
- Ensure all outdoor resources are stored and sorted appropriately

To work as a member of the midday staff team

- To carry out the role effectively and safely, putting the needs and care of the children first at all times.
- To attend staff briefings/updates as required, to enable improvements and raise any key concerns with pupil health, wellbeing and safety.
- To report absence to the Office Manager by 10am.
- To brief the Teaching Staff and Senior Midday Supervisor of any key issues.

- Adhere to staff uniform requirements.

To work with other relevant staff

- To liaise with the Outside Catering Staff working together to make the lunch time a pleasurable social experience for the pupils. To work as a team in the setting up and clearing away of the hall.
- Oversee Playleaders and organise games sessions during lunch break to ensure safety.

4. GENERAL DUTIES

- Clear dining hall tables in readiness for a second sitting, where appropriate
- Check and supervise toilets during lunch period
- Assist children with changing clothes in the event of accidents. This must be with the child's consent and should be with the knowledge and preferably in the presence of a colleague.
- Ensure the playground is safe and fit for use. Report concerns to the Senior Midday Supervisor.
- Stop any activity by pupils which may become too boisterous and may result in an accident. In the event of an accident follow normal first aid rules, and ensure incident is properly recorded
- Weather permitting ensure the field is safe and fit for use by checking for litter/animal excrement, if any low or damaged tree branches inform the Senior Midday Supervisor.
- Help to set up and put away toys and games at the start and end of each session.
- Ensure all equipment is tidied and sorted at the end of each half term.
- Any other reasonable task as directed by the Senior Midday Supervisor.

Safeguarding children

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Enhanced Disclosure Procedures.

The ability of all candidates to fulfil the criteria will be tested and assessed during the selection process and the process will include an assessment of a person's suitability to work with children. All shortlisted applicants will be asked to explain discrepancies or anomalies in the information provided on the application form.