

WALTON LEIGH SCHOOL

Job Description; Midday Supervisor

1. JOB PURPOSE

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.

2. KEY 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.

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.

To Provide Support To Individual Pupils

To give comfort and support to individual pupils who are distressed.

3. SCOPE FOR IMPACT

The post holder will be jointly responsible, under the direction of the Senior Midday Supervisor or the Administrative Officer for the effective management and supervision of pupils during the midday break. Successful impact will maintain the image of the school and relieve pressures on other staff. Unsuccessful impact may result in parental complaints and, at worst, minor or severe injury to pupils.

4. TASKS

These tasks serve to indicate the range of duties and level of responsibilities involved. It is not exhaustive and it is not intended that every Midday Supervisor will undertake the same range of tasks.

4.1 SAFETY OF PUPILS

- observe all pupils in the supervision area and, where necessary, instruct an individual pupil, or pupils, to move to another area of the playground, explaining the reason for this decision.
- 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, remain with the child and immediately arrange for a pupil to summon help from other staff. Ensure that the incident is properly recorded
- report any incident that has given cause for concern to the Senior Midday Supervisor or headteacher.

4.2 ORDERLY CONDUCT OF PUPILS

- ensure that, where necessary, pupils form quiet, orderly queues, and behave in an appropriate manner while eating. Assist children as necessary
- in cases of serious misconduct or disobedience, summon assistance from other members of staff.

4.3 SUPPORT FOR INDIVIDUAL PUPILS

- approach any individual pupil who appears to be distressed and see if the child wants an adult to talk to. If there appears to be a significant problem either at home or at school, suggest that it might be helpful to inform the class teacher or headteacher of the situation.

4.4 GENERAL DUTIES

- supervise the washing of hands by all children
- clear dining hall tables in readiness for a second sitting, where appropriate
- check and supervise corridors and 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.

4.5 PERSONAL CARE DUTIES

- To assist with the personal care, feeding and hygiene needs of the students.

5. PERSON SPECIFICATION

Education and training

Desirable: Basic general education

Experience

Desirable: Experience of working with children.

Abilities and skills

Essential: Ability to be open with children and have sympathy for what concerns them. Ability to relate in a friendly but firm way with a wide range of personalities.

Personality:

Desirable: Outgoing personality.

Essential: Enjoy working as part of a team. Supportive of colleagues. Patience.

Physical

Essential: Good stamina