



Barby CE Primary School
Job Description

POST: Midday Supervisor
POST HOLDER:
HOURS: 6.25 hours per week
38 weeks (term time only)
ACCOUNTABLE TO: Headteacher

Job Purpose

To provide the children with a safe and caring environment in the dining hall and the playground, where they feel secure and able to play happily.

Objectives

To organise play activities so that children are occupied and active.

To uphold the School Behaviour Policy by offering support and help when needed, by setting positive codes for behaviour, encouraging self-esteem and self-discipline.

To encourage the children to eat their lunches, and inform the class teacher about children who are not eating very much, or who have a poor diet.

Responsibilities

1. Ensure that all children on the school premises at lunchtime are safe, well cared for and playing sensibly. Encourage active play and include loners.
2. Respond to children and their queries with respect and listen to problems fairly. Report behaviour problems to the classroom teacher. Monitor unhappiness/bullying, be firm but fair, and do not encourage tale-telling or favouritism.
3. Provide minor first aid. More serious incidents to seek advice from School First Aider and follow health and safety procedures.
4. Be pro-active in encouraging good table manners and calm functioning in the hall.
5. Be aware of hygiene and wipe the tables after each child has left the place.
6. Be aware of dangerous situations and inform the Headteacher/School Business Manager about the possible risks due to broken equipment/fences etc.
7. During wet lunchtimes, ensure children remain in their classrooms with doors wedged open (teachers will allocate games/paper for use at this time, children are not allowed to touch anything else). Monitor that children have settled down and are not throwing things or running about.
8. Identify where training and development would be beneficial – discuss ideas with Headteacher.

Employee Signed Date

Head Teacher Signed Date

* Please sign and return to the office, a copy of your JD will be kept in your personnel file *