

UPLANDS JUNIOR SCHOOL

Job Description for Midday Supervisor



Primary Purpose

The safe supervision of children during the lunchtime break

Directly Responsible to

The Headteacher, Deputy Headteacher and Assistant Headteacher

Particular Duties and Responsibilities

- Be responsible for the safety and welfare of children throughout the lunchbreak both inside and outside
- Be accountable to the Head or Deputy and Assistant Head for the above
- To work in a co-operative manner with other members of the lunchtime team
- Be an important member of the lunchtime team for ensuring the smooth running of the dining area procedures ensuring the children have good table manners, eat sufficient food and behave in a socially acceptable manner
- Ensure that the dining room is kept safe at all times by wiping or sweeping liquids or food that may have fallen on the table or floor
- Supervise the safe movement of children inside and outside the building
- Keep an acceptable standard of discipline at all times and inform the Headteacher or Deputy Headteacher of any serious problems. Send children to the lunchtime room in the case of illness or unacceptable behaviour. Follow the school Behaviour policy
- Be proactive when patrolling the playground or field
- Ensure that children are supervised safely during the event of an indoor lunchtime. Ensure the classroom is left clean and tidy for the start of the afternoon session.
- Ensure that no child leaves the premises during the lunchbreak – all children should be on the playground, in the dining room or passing from one to the other
- Use the reward system of the school – name in the jar, stickers and smiley faces
- Be aware of fire and emergency procedure
- Be aware of school Safeguarding procedure
- Safeguard and promote the welfare of children by protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to ensure all children have the best outcomes (KCSIE 2022)
- Be prepared to attend appropriate training courses as required
- To participate in arrangements made for performance management
- To work under the reasonable direction of the Headteacher.

The holder of this post must comply with the City of Wolverhamptons's Health and Safety and Equal Opportunities policy

Person specification for a lunchtime supervisor

Attributes	Essential	Desirable	How identified
Qualifications and education	Basic general education in Maths and English	First Aid qualification Food Hygiene Basic first aid	Application form Interview
Special knowledge and abilities	Ability to use own initiative Ability to organise and play games with the children Understanding how to manage behaviour effectively	Play leader qualification or previous experience in a similar role	Interview Reference
Personal skills	Good verbal communication and interpersonal skills Flexible approach Aware of the importance of confidentiality Maintain positive relationships with staff and pupils Friendly and approachable	Able to deal with a range of people and personalities Some knowledge of pupils with SEND	Interview Reference
Physical characteristics	Good attendance and time keeping Projects a professional image for our school		Interview References
Other		Evidence of Safeguarding training	Application form