**St Philip’s CE Primary School**

**JOB DESCRIPTION**

**Mid-day Supervisor**

**Responsible To: The Headteacher**

**Line Manager: Assistant Headteacher**

**Responsible For: Securing the safety, welfare and good conduct of pupils during the**

**Mid-day break period in accordance with good practice and**

**procedures as a member of a team.**

**Clothing should be appropriate for a school environment. i.e. no jeans, low cut tops , flip flops or mini skirts etc. Wearing of a high visibility jacket (provided by school) to ensure that pupils can identify where staff are located should they be needed.**

**JOB PURPOSE**

* To work as part of a team in assisting and securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school in accordance with the general instructions of the Headteacher and the facilitation of the role of others in the team to ensure effective supervision of pupils at all times.

**SUMMARY OF MAIN DUTIES**

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
* Ensure that the children are kept safe during the lunchtime
* Establish effective relationships with children acting as a role model at all times
* Ensure the orderly entry of children into the dining hall
* Organise the dinner queue ensuring good behaviour and a calm atmosphere
* Direct pupils to seats, deciding on seating arrangements, separating problem pupils where necessary
* Supervision of pupils in the dining hall including general advice on table manners and procedures e.g. correct use of knife and fork
* Encourage pupils to eat (including those with packed lunches) especially those with special needs or disabilities being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
* Assist pupils with cutting up food, pouring liquids etc. where necessary.
* Ensuring that pupils tidy/clear up in a satisfactory manner
* Ensure that tables are wiped and that the chairs are stacked and put away
* Ancillary associated duties e.g. cleaning up spillages ensuring tables are clean and food items on the floor are removed
* Supervise pupils in playground areas and on school premises after lunch. This will include the provision of, and assisting in, appropriate outdoor activities and wet weather activities
* Supervise the children in class during wet play ensuring that the class is kept safe, calm and orderly
* to ensure maintenance of good order and discipline in the dining hall, on the yard and around the school building
* Ensure that children have been to the toilet and washed their hands ready for afternoon school
* Administering First Aid in school, comforting and cleaning children as necessary
* Ensure that all children attending First Aid have a letter to inform parents and ensuring that the class teacher is informed
* Promote the school’s positive Behaviour Policy and actively model appropriate language and manners
* Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
* Encourage pupils to interact with others positively and engage in activities in the playground
* Report any serious incidents to the Headteacher and class teacher
* Be aware of, and support, difference and ensure all pupils have equal access to opportunities to play, learn and develop
* Be willing to undertake training as necessary