



STANFORD PRIMARY SCHOOL

Midday Supervisor / Playleader

Job Summary

As part of a team, assisting the Leadership Team in securing the safety, and welfare of pupils during the midday break. This will involve effective supervision of pupils on the premises of the school in accordance with the general instructions of the Leadership Team.

Reports to: The School Business Manager

Principal Accountabilities

- Supervision and pupils in the dining hall.
- Supervision of pupils in the playground and about other school premises.
- Associated ancillary duties

Job Content

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

Supervision and control of pupils in the dining hall, including:

- Where appropriate, supervise pupils with their general hygiene requirements
- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
- Dealing with behaviour in line with the school Behaviour Policy
- Directing pupils to seats, deciding on seating arrangements
- Encouraging pupils to eat (including those with packed lunches). Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assisting pupils with cutting up food, pouring water etc.
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- Cleaning up spillages when food or liquids are spilt or dropped
- In the case of unexpected illness, support children in moving to the first aid room and deal appropriately with vomit in accordance with infection control procedures

Supervision and control of pupils in the playground and on the school site, including:

- Ensuring pupils are adequately dressed for the prevailing weather conditions whilst in the playground
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation.
- Challenge strangers who may enter school premises (in accordance with school guidelines), be observant of any loiterers and report to a member of the Senior Leadership Team

- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc.
- Organising and leading play activities and games
- Discouraging any dangerous activities.
- Dealing with behaviour in line with the school Behaviour Policy
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately
- Making reports of accidents and incidents as appropriate before leaving the school site at the end of your duty

JOB SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		First Aid certificate. Working towards NVQ2
Experience	Experience of working with children and young people (either paid or unpaid).	Experience of supervising pupils in a school environment.
Knowledge		A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.
Skills & Ability	Effective communication skills. Ability to work effectively as part of a team and to apply given instructions. Ability to react calmly and quickly in an emergency. Ability to communicate clearly when speaking to staff and pupils	

Signed (employee): _____

Date: _____