

NORTH HEATH COMMUNITY PRIMARY SCHOOL
Midday Supervisors

To supervise children during the lunch break, whilst eating and at play in the playground, field or classroom.

This will entail the following:

- Maintain a positive persona
- Follow timetables to ensure all pupils are supervised
- Ensuring the children reach the hall at the correct time, eat their meal, and go to play in safety
- Helping the children to act politely when eating and encouraging a quiet atmosphere in the hall
- Where necessary, mopping up spillage in the hall
- Helping the children play and share effectively by encouraging co-operative games and the safe use of the equipment provided
- Supervising the children until the end of the lunch break
- Rewarding good behaviour, consistently from day to day, making use of the Honour Book and class rewards
- Using the school's agreed methods and scaled response to dealing with unacceptable behaviour where necessary
- Seek advice when unsure about pupils' behaviour and how to address it
- Making and maintaining good individual relationships with children
- During wet weather, supervising children in their classrooms, and ensuring that the children use equipment allowed by the teachers
- Recording accidents and injuries or sending pupils for assistance from the welfare room
- Using hurt cards when referring pupils to the duty first aider
- If necessary, at the end of the session, collaboratively ensure the playground is tidy and equipment has been put away and encouraging children to help
- Referring incidents to class teachers and completing incident forms if necessary
- Tactfully encourage pupils to eat the contents of their packed lunch/hot lunch where necessary/possible

In addition, supervisors are expected to be aware of the Aims and Objectives of the school, the school's relevant policies such as "Behaviour for Learning" and "Health and Safety", procedures in the event of a fire, and to maintain the ethos of the school.