

ST THOMAS MORE CATHOLIC SCHOOL

MIDDAY SUPERVISOR

Duties

The duties will be allocated by the Headteacher/Deputy Headteacher/Business Manager and will include:

- Responsibility to the Headteacher for the supervision of children throughout the midday lunch break.
- Supervision of queues waiting to enter the Dining Room.
- Supervision of the Dining Hall and reporting any unruly behaviour to the Leadership team.
- Helping with supervision during the service of meals, ensuring good eating habits and table manners. Unruly behaviour to be reported to the Leadership Team.
- Dealing with any minor first aid and informing any concerns to the nominated school First Aider.
- Supervision of all areas both inside and outside the school, where pupils congregate during lunch time.
- Leaving the Dining Hall in a tidy condition.
- Supervision in the playground to encourage interactive play and also ensuring the safety and welfare of the pupils.
- To manage behaviour of the children in a calm and positive manner in accordance with the school's Behaviour policy.
- Working as part of a team.
- To have high expectations of pupils and promote teamwork and co-operation
- Reporting to the Leadership Team any accidents/other matters that need to be brought to their attention.
- To be aware of Child Protection Policies.
- To be willing to undergo first aid training or have a first aid certificate
- To liaise with colleagues, including teachers, TA's, admin staff as appropriate.
- To attend relevant training and staff meetings as appropriate.
- To support the work and ethos of the school.
- Understand and comply with the School's Equality Policy.
- To carry out any other duties which may be required by the Headteacher

NB The Midday Supervisor for this post is required to work for 1 hour per day.
Duty commences at 12.40 pm and finishes at 1.40 pm.

Please note: There is no meal allowance attached to this post.

Mid-day Supervisor

Person Specification

We are ideally looking for someone who:

- Has the ability to work as part of a team
- Has the ability to deal with children in a patient, caring, understanding but authoritative manner.
- Is positive and encouraging
- Experience of working in school and/or with children.
- A willingness to gain first aid qualifications, knowledge of basic First Aid or has a First Aid Certificate
- Commitment to the School's Equal Opportunities Policy.