**Role Profile: Mid-Day Supervisor**

**Purpose**

To ensure the security, safety and well being, and care of the pupils of the school and to promote their social, emotional and physical development during the lunch time period.

**Key Accountabilities**

**Pastoral Care**

* To arrange and supervise appropriate play and physical activities under the direction of the Assistant Head
* To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school’s agreed procedures.
* all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g., age of child, needs of child, as necessary.
* To encourage social skills and good table manners, ensuring safety with knives and forks.
* To clean up spillages of food and to organise clearing cutlery and crockery off tables.
* To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground: Report, as appropriate, incidents to the Deputy Head (pastoral) and form tutors.

**Health and Safety**

* Undertake a shared responsibility for health safety and cleanliness in the dining room .
* Deal appropriately with sickness and injury
* Adhere to all health and safety policy and procedures.
* Be fully aware of all emergency and security procedures.
* Ensure the school’s food & allergy polices are adhered to.

**General:**

* To promote the policies and ethos of the school and to promote positive values, attitudes and good pupil behaviour
* To attend staff meetings
* To attend parent meetings
* To be aware of and comply with all policies and procedures in school
* To be a proactive member of the team
* To participate positively and professionally in effective relationships with team members
* To attend relevant courses and learning activities as required
* To take part in the school’s performance management system

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken is not identified and the post holder shall be required to carry out whatever the Headteacher shall instruct, commensurate with training and experience.

**Key Stakeholders:**

**Internal –** Headteacher, Pupil, Senior Managers and Staff

**External –** Parents

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  | * Paediatric first aid
* Allergy awareness
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| **Skills** | * Strong interpersonal skills.
* High degree of integrity and empathy when dealing with children
* Strong organisational skills
* Ability to establish and maintain good professional relationships with pupils, parents, and colleagues
* Ability to work on own initiative and prioritise workload
* Knowledge of a range of positive behaviour management skills
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| **Experience** |  | * Previous work in a school environment
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**Signed: …………………………………………. Name (print): …………………………………..**

**Date: ……………………………………………..**