



JOB DESCRIPTION

Job title: Midday Supervisor/Lunchtime Supervisor	Salary range: BR3
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Job Purpose

Responsible, under the direction of the Head Teacher or other nominated officer, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed practices and procedures.

Main duties and responsibilities

Organisation

- Undertake direct supervision of pupils in designated areas.
- Assist with daily decisions on areas of pupil use, e.g. wet lunchtimes.

Resources

- Use basic first aid equipment as required.
- Be familiar with safe use of outdoor equipment.

Responsibilities

- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help pupils in the dining area or play/other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to Senior Midday Supervisor/Head Teacher or nominated supervisor.
- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate, e.g. basic first aid.
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

Contacts and Relationships (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Management and Leadership (finance, resources, performance management, staff supervision and service delivery)

Full and positively participate in the school's performance appraisal/performance related pay/performance development scheme in order to develop and enhance personal and service performance.

Equalities

Implementation of the school's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

PERSON SPECIFICATION

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Skills and Abilities

Essential:

- Ability to work well with children and adults.

Knowledge

- Able to deal with adults and children with tact and sensitivity.
- An understanding of the school's procedures relating to first aid and medical emergencies.
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these.

Experience

- General experience of children and their supervision.

Qualifications

- Undertake training as appropriate, e.g. basic first aid
- Participate in training/development opportunities as required.

Special Conditions

- A satisfactory disclosure and barring check (DBS) is required.