**Wirksworth Junior School**

**Job Description: Mid-day Supervisor**

**Grade 3**

**Responsible to:** Midday Supervisor

**General Information:**

* Each supervisor will be allocated areas, activities and a class / group of children for whom he /she will be responsible. Although the duties will be divided so that each member of the team looks after a specific group or area each day he / she must be prepared to accept a variation if an emergency occurs or another mid-day supervisor is away. A mid-day supervisor’s ultimate responsibility is the safety of those children in their care.
* The main areas of work will be the dining room, the playground or other areas of the school used during the dinner break, including those areas where the children line up for their meals.
* A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period, which should be a pleasant time for all concerned.
* The mid-day supervisor must act as a responsible caring adult with the health, safety and welfare of the children always in mind, ensuring that the children behave sensibly at all times.
* Mid-day supervisors should remain professional and not discuss school matters or instances of pupil behaviour outside school. If approached by a parent the matter should be referred to school to deal with.
* A mid-day supervisor must show conduct that commands respect and therefore should be mindful of the language he /she uses when addressing children, he/ she should avoid raising his/ her voice wherever possible as this may result in unnecessary confrontations. The overall aim when dealing with incidents is to deescalate and calm the situation so the matter can be resolved quickly and efficiently.
* The mid-day supervisor must be aware of how to access first aid equipment, the telephone and the fire evacuation procedures in case of an emergency when it is not possible to contact the headteacher.

**Duties:**

These will be allocated by the headteacher and lead supervisor in accordance with school

policy and will include assisting with;

**Supervision of the dining area:**

* Supervision of pupils waiting to eat in the dining area.
* Overseeing the children’s behaviour whilst they eat their meal, providing drinks upon request and helping to maintain a calm atmosphere.
* Ensure that any spillage is removed quickly.
* Oversee the return of used trays and cutlery by the children.
* Ensure the children leave the tables clean for the next occupant.
* Assisting with clearing/cleaning the dining area as necessary at the end of lunch.
* To put chairs and tables out and away after lunch.

**Supervision outside Dining Areas:**

* Collect the children from their classroom at the start of lunch and accompany them to the dining hall at the allocated time.
* Arrange your supervision so that you move amongst the children within the area you are covering. Ideally join in the games you are supervising with the children.
* Challenge any strangers who enter the school site to ascertain the reason for their visit.
* Try to avoid children hurting themselves or damaging property by reminding them of the areas they can play and the playtime rules.
* Ensure acceptable standards of behaviour are maintained, recording any relevant incidents on mid-day incident sheets, send children for detention or refer them to the head / class teacher as appropriate.
* Any physical intervention with pupils should be kept to the minimum necessary to calm the situation, another mid-day supervisor should be sent for to assist you and the matter must be reported to the Head Teacher who will log the incident.
* Supervise classes at the end of lunch and remain with them until the teacher collects them.
* Encourage the children to take part in structured play activities supervising games and taking part as appropriate.
* Ensure all equipment is returned to the store at the end of the session.

**First Aid and Safeguarding.**

* As a mid-day supervisor you will have access to basic first aid equipment to treat minor injuries, treatment should be recorded in your note book & passed to the senior supervisor at the end of mid-day to transfer to the main school log.
* Every child who has a bump on the head needs a “headbump” letter irrespective of the severity.
* In the case of serious injuries or where you require a further opinion refer the matter to the senior mid-day supervisor or the headteacher.
* Report any child welfare/safeguarding or disclosures a child makes directly to the headteacher or senior mid-day supervisor in her absence. Do not quiz the child further - the matter will be dealt with using the school safeguarding procedures.

**General:**

Undertake training as required, any other duties that may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Please note that all holidays must be taken during the school holiday period and wherever

possible medical appointments etc. should be made outside school time.

September 2020

Signed and agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_