



## **Job Description Midday Supervisor**

### **Avanti Hall School, Exeter**

<b>Job Title:</b>	Midday Supervisor
<b>Grade:</b>	Grade 1 (points 1 – 2)
<b>Reports To:</b>	Senior Midday Supervisor/Principal

### **Main purposes of the job**

- To ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### **Responsibilities and Roles**

1. To supervise the children at all times during lunchtime on the school premises.
2. Ensure that the children are behaving appropriately in line with the schools' behaviour policy at all times including the dining room, playground and during wet lunch times.
3. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
4. In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
5. To follow the schools' policy and procedures on child protection.
6. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
7. In the event of any injuries or sickness, deal immediately with the situation referring to the appropriate person making sure they are dealt with according to the school's policy and procedure.
8. To challenge and report any stranger on site.
9. Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.
10. Keep the appropriate person informed of any information that may relate to a child's health and safety.
11. Ensure that you are a strong, positive role model for the children and other staff.
12. To undertake broadly similar duties commensurate with the level of the post.
13. To adhere to all the school's policies and Trust's Ethos Policy.
14. Actively participate in any appropriate training when required.



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### Person Specification – Midday Supervisor

Criteria	Requirement Level	Evidence*
Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.	Essential	A/I
Ability to form good relationships with children	Essential	A/I
Ability to maintain confidentiality over matters relating to the school, with pupils, staff and parents	Essential	A/I
To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.	Essential	A/I
Appropriate knowledge of first aid	Essential	A/I
To be able to engage the children in play.	Essential	A/I
To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.	Essential	A/I
Ability to stay calm and be patient and understanding when dealing with the children.	Essential	A/I
To be able to deal fairly and consistently when dealing with the children.	Essential	A/I
Good communication skills.	Essential	A/I
General understanding of school roles and responsibilities.	Desirable	A/I
High degree of energy, resilience and enthusiasm	Essential	A/I
Promote and safeguard the welfare of children and young people within the school.	Essential	A/I
Commitment to professional development, learning and development.	Essential	A/I

**\*Evidence Key:**

A = Application Form   I = Interview   T = Task/Test