

# Beddington Infants' School

## Midday Supervisor Job Description



### Purpose of the Job

To assist the Headteacher and the Lead Midday Supervisor in providing supervision on the premises during the midday break.

### Main Duties

1. Building a relationship with the children, ensuring that lunchtime is a pleasant experience for each child.
2. Collection and supervision of children from class at the beginning of the lunch break.
3. General supervision of children during the lunch period, in the classrooms and the playground.
4. Assisting/supervising children with their general hygiene requirements - washing hands, toileting etc.
5. Working in close co-operation with other school staff under the direction of the Senior Midday Supervisor and Headteacher.
6. Ensuring that children who are not entitled to leave the school during the midday break remain on site and have regard to school policy concerning children arriving and being collected during the midday break.
7. Dealing sensitively with children who have been sick or wet/soiled their clothing, including cleaning the affected area of floor, tables and chairs where necessary
8. Reporting to the Senior Midday Supervisor and Class Teacher regarding incidents involving children e.g. bad behaviour, child upset/not eating or accidents.
9. Dealing with minor first aid problems - cut knees, bumps etc. on a rota basis.

### Supervision in the playground

1. Supervise children in the playground during lunch break being aware at all times of children's safety and security. At no time should the playground be unsupervised.
2. Encourage children to play sensibly, suggest new games and teach them to the children, making sure there are no unhappy children or children unable to find someone to play with.
3. Ensure equipment is used safely and put away in the appropriate place when not in use.
4. Supervision of safe return of pupils to the classroom.
5. Communicating with the teacher and/or teaching assistant about lunchtime.

## **Supervision of Meals**

1. Supervise groups of children during the time they are eating encouraging good behaviour and table manners.
  2. Encourage children to eat their food without forcing them or causing them distress. 3.
- Generally assist to ensure meal times are calm and orderly.

## **Supervision in the Classroom**

*If the weather is bad the midday supervisors are required to supervise children in the classroom, in particular to:*

1. Ensure the children's safety and security.
  2. Ensure the children are occupied in orderly, calm activities, intervening in any activity that could become unruly or dangerous.
  3. Ensure the children use the appropriate equipment/materials provided for wet playtimes and tidy away by the end of the lunch break.
- Class teachers will let supervisors know which equipment and materials may be used.

## **Child Protection**

*Midday Supervisors are required to supervise the children's safety and security at all times, in particular to:*

1. Challenge any strangers on site and direct/take any stranger to the school office or Headteacher.
2. Become familiar with the Fire Drill procedures and assist in emergencies.
3. Become familiar with the school's Child Protection Policy and advise the Headteacher of any concerns regarding individual pupils.

## **Equal Opportunities**

Adhere to the school's Policy for Equal Opportunities.

## **Medical Examination**

Appointment is subject to satisfactory medical report.

## **Hours**

You will be required to work for 6.25 hours per week term-time Monday - Friday from 12pm – 1.15pm

## **Holidays**

All holidays should be taken during school holiday periods. Requests for leaving during term time (with or without pay) will not be granted unless there are compelling circumstances.

**Superannuation**

Under the Social Security Act 1986 you have the right to make your own pension arrangements. You may choose to contribute to either the Local Government Superannuation Scheme, a Personal Pension Scheme or the State Earnings Related Pension Scheme. Details of the Local Government Superannuation pension scheme are available from the Superannuation Section, Finance Department, Sutton Gate House, 1 Carshalton Road, Sutton.

**Probation**

New entrants to Local Government Service will be required to complete a six month's probationary period.

**Rehabilitation Of Offenders Act 1974 - (Exceptions) Order 1975** This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.