**Job Description *Mid-Day Supervisor (Scale 2)***

This post is directly responsible to the Lead Mid-day Supervisor, Deputy Head of Campus and Head of Campus

**KEY PRIORITIES**

* To oversee pupils during the mid-day break.
* To manage the behaviour of children during the mid-day break in the dining area, playground and other relevant parts of our site(s).
* To attend to minor accidents and adhere to the school’s policies for dealing with, and reporting, all relevant information to the appropriate person.
* To assist as directed, with the arrangements for the administration of the lunchtime meal and support the school’s and the Authority’s policies regarding school meal provision (i.e. healthy eating, special dietary needs and restrictions etc.)
* To ensure our school provides equal opportunities in all aspects of its work including the integration of pupils in our Centre for the Deaf.

**MAIN RESPONSIBILTIES**

MANAGING BEHAVIOUR

* Build strong, positive relationships with all of our pupils by talking to them about their experiences (in school and beyond) during the mid-day break.
* Manage good behaviour of our pupils during the mid-day break through a positive approach (following the school’s behaviour management policy).
* Supervise and organise games and other activities for pupils in the playground and during wet play ensuring children engage in appropriate play.
* Proactively manage behaviour in the playground or other locations by observing potential problems and acting to prevent them happening.

COMMUNICATION

* Share information about incidents that have happened at playtime with appropriate staff.
* Make accurate records, as required with regard to behaviour and first aid treatment.
* Be proactive in having up to date knowledge of school communication information.
* Work as a team sharing appropriate information with other Midday Assistants.

SUPPORTING PUPIL WELFARE

* Provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding pupils safely and hygienically, and supporting pupils during break and lunch times as appropriate.
* Attend to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head of Campus.
* Follow the school safeguarding policy to ensure all pupils are kept safe both in school and beyond school.
* Maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with.

DEVELOPING SELF

* Undertake training and attend INSET days in accordance with contractual requirements.
* Take an active role in own performance management.

OTHER DUTIES

* Follow the School’s Equal Opportunities policies.
* Maintain confidentiality and observe data protection and associated guidelines.
* Assisting with any other duties of a similar level or responsibility as required by the Head Teacher or Head of Campus.

Signed (member of staff): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_