

GLF Schools - Job Description

Job Title	Midday Supervisor	Job Reference	LWMS0125
Location	Lightwater Village School	Travel required	N
Cluster			
Core purpose			
<ul style="list-style-type: none"> ● To supervise children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of children/students during school lunch breaks. 			
Key Accountabilities			
Main Duties			
<ul style="list-style-type: none"> ● To ensure that children/students remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a child/student may be at risk. ● To supervise the movement of children/students between classrooms, and play and dining areas from the start of the lunch break until classes re-commence, and to ensure orderly conduct in the dining area. ● To give comfort and support to individual children/students. ● To initiate and encourage positive play. ● Observe all children/students in the supervision area and, where necessary, instruct an individual child/student, or children/students, to move to another area of the playground, explaining the reason for this decision. ● Stop any activity by children/students which may become too boisterous and may result in an accident. ● In the event of an accident follow normal first aid rules, remain with the child/student and immediately arrange for a child/student to summon help from other staff. Ensure that the incident is properly recorded. ● Report any incident that has given cause for concern to the Senior Midday Supervisor or Headteacher. ● Ensure that, where necessary, children/students form quiet, orderly queues, and behave in an appropriate manner while eating. Assist children as necessary. ● In cases of serious misconduct or disobedience, summon assistance from other members of staff. ● Approach any individual child/student who appears to be distressed and see if the child/student wants an adult to talk to. If there appears to be a significant problem either at home or at school, suggest that it might be helpful to confide in the class/subject teacher or Headteacher of the situation. ● Organise play activities that are age appropriate. ● Encourage sharing, cooperation and inclusion for all. 			
Other Duties			
<ul style="list-style-type: none"> ● Supervise the washing of hands by all children. ● Clear dining hall tables in readiness for a second sitting, where appropriate. ● Check and supervise corridors and toilets during lunch period. 			

Accountability

- Senior Midday Supervisor.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Collaborative Working

GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.