

SPROTBROUGH ORCHARD INFANT SCHOOL

Job Title: Midday Supervisor (Max 6.25 hours a week, term time only)

Responsible to: Headteacher and the Governors

Overall Responsibility

- To supervise and secure the safety and welfare of children during the lunch break.
- Contribute to the safeguarding and promotion of the welfare and personal care of children.

Duties

1. Supervise children in the dining hall and on the school premises during the school lunchtime.
2. Ensure good order and discipline in line with the policies of the school - reinforcing acceptable behaviours in non-structured situations, e.g. how to move around and exit the school, socialising with others.
3. Encourage the development of social skills and self-discipline amongst the children, e.g. eating in a socially acceptable manner and displaying good manners.
4. Oversee the cleanliness of the dining area e.g. clean up spillages and ensuring eating areas are hygienic. Reset tables for 2nd sitting; stack chairs after lunch.
5. Monitor individual children if there are concerns about balanced diet.
6. Supervise children on the playground and lead activities that encourage children to be physically active and develop positive relationships with their peers.
7. Monitor behaviour in the cloakroom (and toilet) areas.
8. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding children's welfare.
9. Administer first aid as necessary.

Health and Safety

1. Undergo Basic First Aid training and update courses as directed by the Headteacher.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

1. In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school. Meet with Headteacher as required.
2. Undertake any necessary professional development as requested by the Headteacher taking full advantage of any relevant training and development available.

N.B. This post involves regulated activity with children and is subject to an enhanced DBS certificate and children's barred list check.