

STANLEY PARK JUNIOR SCHOOL

MIDDAY SUPERVISOR

JOB DESCRIPTION

Purpose of the job:

To provide supervision for children at the school during the lunch break from 12.15 - 1.15 and to have responsibility for their care and well-being under the direction of the Headteacher and Midday Supervisor Co-ordinator. This will involve liaison with teachers where appropriate to ensure continuity of pastoral care. When required, to set up the play equipment on the field and from 12.00 to 12.15.

Duties:

1. To work under the direction of the Headteacher and Midday Supervisor Co-ordinator in providing for the care of children during the lunch hour as part of the team of Midday Supervisors and Playleaders.
2. To work - in the playground, classrooms and corridors (in wet weather). On occasions it may involve working in the Dining Room.
3. To provide First - Aid treatment - dealing with minor injuries - sickness, cuts, bruises, and to include recording details in the Medical Book. {* This should ideally be undertaken by Midday Supervisors who have a current First Aid at Work Certificate. If this is not held, it is assumed that there will be a willingness to attend training (for which you are paid for the attendance time) when it is made available.}
4. To encourage good manners and behaviour and the observance of the Stanley Park Junior School Codes of Behaviour Policy.
5. To provide supervision which may include
 - listening to children and talking with them
 - organising equipment for use in the Playground or classrooms
 - encouraging children to participate in play if they seem isolated or unhappy
 - teaching children to play games and involvement with them.
6. To attend meetings of the Midday Supervisors with the Headteacher each half term or when appropriate. Payment for this can be claimed.
7. To have regard for Health and Safety, Safeguarding and the school's other policies - to ensure that they are followed and that the welfare of the children are considered at all times and that any concerns are reported to the Office immediately.
8. To carry out any further duties as reasonably directed by the Headteacher.

Job description agreed by:

Post holder _____ Date _____

Headteacher _____ Date _____