

Shirley School



Shirley Community Nursery and Primary School

Job Description: Mid-day Supervisor

Responsible to: Mid-day Co-ordinator

Salary: Scale 1 – Level 3 £2080.99

Hours: 12:00 – 1:00pm Monday to Friday (5 hours per week)

Job Purpose: Assisting the midday TA team in securing the safety and welfare of pupils in the hall, during the lunch hour. Your main duties include: supporting and encouraging pupils to eat their lunch; assisting younger pupils with food and cutlery; ensuring behaviour and manners are of a high standard; and working with other adults to keep tables clean, ready for pupils to have their lunch.

Duties and responsibilities

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities
- Add any other duties of particular relevance to your school

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

NOTE;

Shirley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are conditional and subject to an enhanced DBS check.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.