Hemingford Grey SCHOOL

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JOB DESCRIPTION: MIDDAY SUPERVISOR

Responsible to:
Deputy Head Teacher and Senior Midday Supervisor

Purpose of the job: To ensure the security and care of the pupils in the school and to promote their social development during the lunchtime period.

Main Duties and Responsibilities

1. To supervise pupils during the lunch period, in the dining room, playground and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.

2. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Co-ordinator.

3. To ensure the safety and well-being of children, providing emotional support where necessary, contributing to the maintenance of a safe and healthy environment.

4. To ensure that all pupils suffering any injury or accident are dealt with appropriately.

5. To teach the children and support them to play a range of games on the playground and in the classrooms during wet playtimes.

In the Dining Room:

6. Ensure that children have been to the toilet and washed their hands before entering the dining room.

7. To organise the entrance and exit of children to and from the dining room in an orderly way, encouraging a calm atmosphere.

8. To encourage children to eat their meal, assisting where necessary and cleaning up any spills.

9. To encourage social skills and good table manners.

Playground/School Premises:

10. To supervise and control the entrance and exit of children from the school premises and check on any strangers who may enter the school grounds and report any concerns to the Co-ordinator or the Headteacher.

11. To supervise children in the classrooms when the weather is wet, ensuring that they are quietly occupied and that the classroom is tidy for afternoon school.

12. To take part in meetings or training appropriate to the job of Mid-day Supervisor and undertake any other duties as asked by the Coordinator of Headteacher consistent with the purpose of the job.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This job description will be reviewed annually and may be amended according to changing requirements

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the school's management reserves the right to make changes to the job description following consultation

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Signature……

Name……..

Date …….

March 2018