

The Wye Forest Federation

Job details

Job title: Mid Day supervisor

Salary: Grade 2, point 3

Hours: Part time: (6.25hr)11.45 – 13.00 daily, term time only

Contract type: Permanent Contract

Reporting to: Natalie Frey, Executive Headteacher

Main purpose

The purpose of the job is to oversee and contribute to the care, safety, welfare and supervision of children during the lunch times, in the playground, dining and other areas, ensuring that the whole lunchtime experience is as positive as possible for all children

Duties and responsibilities

Main Duties

- Setting up tables and chairs ready for lunchtime. Clearing away tables and benches after lunch.
- Supervising pupils at lunchtimes playground
- Ensure good manners and eating habits are encouraged and reinforced
- Clear tables and spillages on the floor
- Supervising pupils in the classrooms and on the playground
- Escorting pupils onto the playground or into the dining area
- Supervising basic hygiene procedures/toileting, handwashing
- Supervising children in the classroom in the event of wet lunch times
- Take any immediate action to attend to sickness or accidents and escorting pupils to a qualified first aider.
- Record ALL accidents in the accident book and fill in accident forms where necessary
- Supporting children in their play
- Suggesting and helping with play activities, encouraging them to play appropriate games to ensure safety and wellbeing
- Listen and talk with the children
- Assist in tidying the playground at the end of lunchtime
- Report any hazards in the playground environment to the School Business Manager or Headteacher, and highlight any concerns about risks in children's play activities.
- Report any serious incidents to the School Business Manager, Head Teacher and appropriate class teacher and record details fully and appropriately, according to school procedures

General

At **ALL** times Midday Supervisors should:

- Be clear about school rules, aims, policies, routines and procedures
- Ensure security by challenging any stranger on the premises
- Deal with emergencies including relevant supervision and action following accidents or activation of fire procedures

- To be committed to continuing professional development
- To comply with the Data Protection Act and School policies and procedures
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- Any other duties under the direction of the manager which are commensurate with the overall

The postholder will be required to safeguard and promote the welfare of children and young people, and follow The Wye Forest Federation policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
