

Job Description – Midday Supervisor

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| Establishment: | St Matthew's Primary School |
| Post Title: | Midday Supervisor |
| Responsible to: | Assistant Head Teacher |
| Purpose of job: | To ensure the security and care of the pupils of the school and to promote their social development during the lunch-time period. |

Main Responsibilities:

- To supervise pupils during the lunch period in the dining hall, in the playground and in classrooms when the weather is bad, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline;
- To monitor the behaviour of pupils, encouraging positive behaviour, and discouraging any anti-social behaviour, with due regard to the guidelines and the sanctions outlined in the school's Behaviour Management Policy;
- To encourage all pupils to eat their lunch and to do so with table manners that respect the needs of others, and to help children clear up spillages;
- To ensure the safety and well-being of children, providing emotional support where necessary;
- To ensure that pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures;
- To implement the school's child protection policies and procedures.
- To challenge any adult who is not a member of staff and who is not wearing a visitor's badge;
- To ensure that physical contact with children follows guidelines laid down by school policy;
- To take part in training appropriate to the job of midday supervisor;
- To undertake any other duties consistent with the purpose of the job.

PERSON SPECIFICATION

- Experience of working with young children in schools or other settings
- Ability to work with children both patiently and tactfully;
- ability to deal with children's personal needs;
- A positive attitude, and an ability to work well with others, including staff, parents and governors
- An ability to work independently and use your initiative when appropriate
- Demonstrate an understanding of the place of the school in educating primary pupils and in promoting the social and cultural development of pupils from a multicultural community
- Demonstrate an understanding of the role of the teacher and teaching assistant
- Demonstrate an understanding of equal opportunities policy
- An understanding of the importance of good communication to support carrying out this important role
- A commitment to safeguarding the well-being of all children in the school, including implementing the school's child protection policy and procedures and its health and safety policy