

Job Description

Midday Supervisor

Reports to:	Headteacher and Deputy Headteacher
Salary/Grade:	Scale 1 Point 2 - £11.59 per hour
Hours/Weeks	Fixed to 31.7.2024 - 5 hours per week/38 weeks per year
Job Purpose:	To provide support to pupil/s throughout the lunch time period, engaging and playing with them and supervising them when in the eating areas.

KEY RESPONSIBILITIES:

Support for pupils

- Direct supervision of pupils throughout the midday break
- Support high need pupil/s where needed, utilising tailored strategies to support them
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, classrooms, playing field etc, as appropriate.
- Engage with pupils positively, providing opportunities for children to interact with their peers, building both social and oracy skills
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any issues or concerns appropriately, and in line with school policies
- Any other related duties as directed by line manager/Headteacher

Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

May be required to be an appointed person for first aid.

To carry out such other duties which may be required from time to time, within the grading of the post.

Professional Behaviour

- To be professional, friendly, fair and firm with pupils, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with pupils which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- Use the school's positive behaviour policy to deal with pupil behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements, attitude and character of pupils

Miscellaneous

- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected

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to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Great Bentley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.