

JOB DESCRIPTION



Title: Midday Supervisor/Lunchtime Supervisor **Grade:** BR3

Reports to: Headteacher/Deputy Headteacher

MAIN PURPOSE

Responsible, under the direction of the Headteacher or other nominated officer, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime break period, in accordance with agreed practices and procedures.

SUMMARY OF RESPONSIBILITIES AND DUTIES

ORGANISATION

- Undertake direct supervision of pupils in designated areas.
- Assist with daily decisions on areas for pupil use, e.g. wet lunchtimes.

RESOURCES

- Use basic first aid equipment as required
- Be familiar with safe use of outdoor equipment

RESPONSIBILITIES

- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help pupils in the dining area or play/other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to Senior Midday supervisor/Lunchtime Co-ordinator/Headteacher or nominated supervisor.
- Undertake first aid as needed, following health and safety guidelines.
- Undertake training as appropriate, e.g. basic first aid.
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.

- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Council's performance appraisal/performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Implementation of the Council's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

DATE DRAWN UP: January 2013

PERSON SPECIFICATION



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SKILLS AND ABILITIES

Essential:

- Ability to work well with children and adults

KNOWLEDGE

- Able to deal with adults and children with tact and sensitivity
- An understanding of the school's procedures relating to first aid and medical emergencies
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

EXPERIENCE

- General experience of children and their supervision

QUALIFICATIONS

- Undertake training as appropriate, e.g. basic first aid

SPECIAL CONDITIONS

- A satisfactory criminal record bureau disclosure is required

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