



Ravenswood Community Primary School

Be Kind, Be Bold, Be Safe, Be You

Midday Supervisor

JOB DESCRIPTION

Each Midday Supervisor will be allocated areas and children for whom they will be responsible each day.

This could vary from week to week on a rota basis. Although the area will be divided so that each Midday supervisor looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of work responsibility will be the dining areas, and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal.

A good standard of behaviour is needed, and it is important that this should be maintained throughout the dinner period which should be a pleasant experience for all concerned.

The Midday Supervisor must act as a responsible caring adult with the health, safety, welfare of the children always in mind, must show conduct which commands respect and must see that the children always behave sensibly and quietly.

The Midday Supervisor must be aware of how to get access to the first aid equipment and of the fire evacuation procedures in the event of it not being possible to contact the Senior Leadership Team. They support and contribute to the school's responsibility for safeguarding children.

REQUIRED DUTIES

- Setting out and clearing away tables and chairs in the school hall prior to the commencement of the lunch period.
- Promote good manners and attitudes towards one another in line with the agreed behaviour policy and school ethos.
- Follow the school's agreed policies and procedures for promoting healthy lunchtimes.
- Direct supervision of pupils throughout the midday break, i.e. from the end of morning school until the start of the afternoon session.
- Organise and support the children's play, interact appropriately with the children to make lunchtimes stimulating and happy.
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field etc., as appropriate.
- Maintain an acceptable standard of conduct and safety by dealing with any problem or minor injury in line with agreed policy.
- Assist with the induction and training of any new midday supervisory assistants or supply assistants where necessary.
- Any other related duties as directed by the Senior Leadership Team.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none">• Working with children or young people• Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none">• Ability to respond quickly and effectively to issues that arise• Ability to use own initiative and take action accordingly• Effective communication with adults and children• Ability to follow instructions from senior team members• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies• Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding pupil needs• Uphold and promote the ethos and values of the school• Maintain confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion

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

If you don't have all the experience listed above but are interested in applying, contact Helen Kent ravenswoodinfo@ekotrust.org.uk.