

Job Description

Job Title: Midday Supervisor

Wakefield Primary Cluster

Reporting to: Play Leader

Grade: 2

Overall purpose of the post:

To ensure the security, safety and wellbeing and care of the pupils of the academy and to promote their social, emotional and physical development during the lunch time period.

Main duties and responsibilities:

- To supervise pupils, during the lunch period, in the dining hall, playground areas and academy premises, ensuring the safety, welfare, physical and mental wellbeing of pupils and the maintenance of good order and discipline
- To report to the Play Leader at the beginning of the lunch period and receive any instructions regard to duties
- To monitor the behaviour of pupils discouraging, in a positive way, any anti-social behaviour and reporting any incidents to the Play Leader as appropriate
- To ensure the safety and wellbeing of children, providing emotional support where necessary
- To arrange and supervise appropriate play and physical activities under the direction of the Play Leader
- To ensure that all pupils who suffer and injury or accident are dealt with appropriately in accordance with the academy's agreed procedures

Dining Hall

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands
- To organise dinner queue and ensure a calm and orderly entrance of pupils into the dining hall and from the dining hall to the playground:
 - Promoting and ensuring good behaviour and a calm atmosphere
 - Dealing with any misbehaviour that may occur in accordance with the academy behaviour policy
 - Addressing issues calmly and politely and in doing so being a role model to the children
 - Report, as appropriate, incidents to the Play Leader
- To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with the cutting up of food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary
- To encourage social skills and good table manners, ensuring safety with knives and forks

- To clean up spillages of food and to organise clearing cutlery and crockery off tables

Playground

- Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions
- To supervise and control entrance and exit by pupils during lunch break to academy premises and ensure calm orderly conduct in accordance with the academy's high expectations
- To check on any strangers who may enter the academy grounds and report any concerns to the Play Leader
- To ensure that pupils who leave the academy site have permission to do so

Academy Premises

- To supervise pupils and promote good behaviour on the academy premises in the hall, classrooms on stair and through corridors, during lunchtimes and in addition when children are inside because of inclement weather
- To ensure that, when classrooms are used during the Middy break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon lessons
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Play Leader
- To take part in training appropriate to the job of midday supervisors
- To take part in any appraisal arrangement made by the academy
- To undertake any other duties consistent with the purpose of the job

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.