

**St. Vincent's Catholic Primary School
Midday Supervisor
Job Description 2018**

Name:	
Job Title:	Midday Supervisor
Grade	Band 1 Step 2
Department:	Children's Services
Section:	St.Vincent's Catholic Primary School
Responsible to:	Headteacher/Deputy Head Teacher Senior Lunchtime Supervisor

Purpose of Job

Responsible, under the direction of the Head Teacher or Senior Lunchtime Supervisor, 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.

Main Responsibilities

TASKS

ORGANISATION

- Undertake direct supervision of pupils in designated areas.
- Assist with daily decisions on areas for pupil use, e.g. areas for use during wet lunchtimes/review of rules regarding acceptable games.

RESOURCES

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

RESPONSIBILITIES

- To work with other lunchtime supervisors to set up the dining room, including putting out tables, crockery and cutlery, and other utensils.
- Ensure that rooms in the designated cleaning area are available and accessible for cleaning. If not, seek to rectify the problem or otherwise report the problem.
- To encourage, support and engage with children in play that is emotionally, intellectually physically and socially challenging.
- Undertake first aid as needed, following health and safety guidelines.
- To attend to children's physical needs, including toileting and personal hygiene
- Be familiar with safe use of outdoor equipment.
- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises.
- Ensure compliance with school rules about games and that health and safety procedures are maintained.

- Help pupils who may require assistance, as directed by the Headteacher/Senior Lunchtime Supervisor.
- Deal with minor incidents and, where appropriate, refer serious incidents to Senior Lunchtime Supervisor/ Head Teacher.
- Clean up spillages or debris around the main dining /play areas (but not directly around the service hot cupboards), to ensure the maintenance of good order, discipline and safety.
- To promote healthy eating in line with ECM.
- To inform the classteacher of any concerns about a child's eating habits.
- To supervise pupils in allocated areas during inclement weather.
- To actively participate in pupil's play promoting collaboration and positive behaviour.
- To be aware of individual pupil's needs including those with Special Educational Needs.
- 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
- 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.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

Together through Christ we Grow and Learn
