

Job Description

Job Title: Mid-Day Supervisor

Name:

School: Salcombe Preparatory School

Role Outline

Key Purpose of the Job

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

Key Accountabilities

- To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the Head (Prep) at beginning of the lunch period and receive any instructions with regard to duties.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Head (Prep) as appropriate.
- To ensure the safety and well being of children, providing emotional support where necessary.
- To arrange and supervise appropriate play and physical activities under the direction of the Head (Prep).
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands.
- To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up 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.
- To organise dinner queue and ensure calm and orderly entrance of pupils into dining hall and from dining hall to playground:
 - promoting and ensuring good behaviour and calm a atmosphere
 - dealing with any misbehaviour that may occur in accordance with the school's behaviour policy.
 - addressing issues calmly and politely and in doing so being a role model to the children
 - Report, as appropriate, incidents to the Deputy Head (Pre-Prep)
- 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 the lunch break to school premises and ensure calm orderly conduct in accordance with the school's high expectations.
- To check on any strangers who may enter the school grounds and report any concerns to the coordinator.

- To ensure that pupils who leave the school site have permission to do so.

School Premises

- To supervise pupils and promote good behaviour on the school premises in the hall, classrooms, on stairs 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 Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being use appropriately. To report any problems to the Co-ordinator.
- To take part in training appropriate to the job of midday supervisor.
- To take part in any appraisal arrangement made by the school.
- To undertake any other duties consistent with the purpose of the job.

Safeguarding:

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Signed (Post holder)

Signed (Head)

Date