

Job Description

1:1 Midday Supervisor

Name:

Job Purpose: To ensure the security and care of a named pupil at the school and to promote their social development during the lunchtime period.

Accountable to: Headteacher

Accountable for: Pupil of The Bellbird Primary School

Main Duties and Responsibilities

- To supervise the pupil during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of all pupils and the maintenance of good order and positive discipline.
- To report to the senior MDS at the beginning of the lunch period and receive any instructions with regard to duties.
- To request in writing to the Headteacher any planned absences e.g. medical appointments.
- To contact the school as soon as possible if you are ill or unable to work
- To monitor, in particular, the behaviour of a named pupil, discouraging in a positive way any anti-social behaviour and reporting any incidents to the senior MDS, Deputy Head or Headteacher as appropriate
- To ensure the safety and well-being of the child, providing emotional support where necessary
- To arrange and supervise appropriate activities under the direction of the Headteacher
- To ensure that, if the named pupil suffers any injury or accident, that they are dealt with appropriately in accordance with the school's agreed procedures
- To deal with any behaviour problems/organisational issues in a calm, positive manner, in line with the ethos of the school
- To be aware of the Child Protection Policy and log any concerns or disclosures, immediately informing the Headteacher or a member of the senior management team
- To maintain confidentiality over children or incidents in school
- To work 90 minutes each session employed
- To report any concerns over individual pupils e.g. playground incidents to the class teacher at the end of lunchtime

Dining Hall

- To supervise the named child in the queue and entrance into the dining hall and from the dining hall to the playground, ensuring good behaviour and a calm atmosphere. To deal with any misbehaviour that may occur and reward any good behaviour in accordance with the school's Behaviour Policy. Report as appropriate to the senior MDS, Deputy Head or Headteacher
- To encourage social skills and good table manners, ensuring safety with knives and forks

Playground

- Where appropriate, to collect the pupil from the classroom ensuring that they are adequately dressed for the weather conditions
- To supervise and control entrance and exit to school premises by the pupil during the lunch break. Challenge any adults who may enter school grounds and report concerns to Headteacher
- To ensure that, if the pupil leaves the school site, they have permission to do so

School Premises

- To supervise the pupil on the school premises in the hall, classrooms and through corridors, when they are not allowed outside due to inclement weather
- To ensure that, when classrooms are used during the lunch break because of inclement weather that the child is quietly occupied and that the classroom is left tidy, ready for afternoon lessons
- To report any problems to the senior MDS, Deputy Head or Headteacher

To

- Take part in training appropriate to the job of lunchtime supervisor
- Take part in any appraisal made by the school
- Undertake any other duties consistent with the purpose of the job