



RAGLAN PRIMARY SCHOOL ((PART OF CSAT ACADEMY TRUST))

Midday Supervisor – BR3

JOB DESCRIPTION

MAIN PURPOSE

Responsible under the direction of the Head Teacher or other named member of staff, either individually or as part of a team, for securing the safety, wellbeing and good conduct of pupils during the lunchtime break period, in accordance with agreed practices and procedures.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Dining Hall Duties

- To promote and ensure good behaviour and calm atmosphere and to deal with any misbehaviour that may occur in accordance with the school's Relationship and Behaviour policy.
- To be a positive role model to the children.
- Report, as appropriate, incidents to the line manager.
- To encourage all pupils to eat but especially those with special needs or disabilities.
- 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.
- Undertake direct supervision of pupils in designated areas.
- Assist in daily decisions on areas for pupils use, e.g. wet lunchtimes.

Playground duties

- To lead and organise play activities with the children.
- Where appropriate, to collect pupils from classroom/dining hall ensuring that they are adequately dressed for the weather conditions.
- To ensure calm orderly conduct in accordance with the school's high expectations.

- To help pupils in the dining area or play/other areas who may require assistance.
- To check on any strangers who may enter the school grounds and report any concerns.

Other Responsibilities

- To deal with minor incidents and where appropriate, refer serious incidents to the Inclusion Manager/Deputy Head.
- To undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate e.g. basic first aid.
- To clean up spillages or debris around the dining/play areas to ensure the maintenance of good order and safety.
- To 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.
- To be aware of and support diversity and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions in their application forms and also expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with school procedures in relation to safeguarding checks.