



Warwick Bridge Primary School Midday Supervisor Job Description and Person Specification

Salary: PCD3 £24,404 pro rata (FTE) term time only

Hours: 8.75 hours per week, 1.75 hours per day (11.30am – 1.15pm)

Post: Fixed Term Midday Supervisor

Responsible to: The Head Teacher and the Governing Board of the school.

Job Purpose

- Manage the day-to-day set up, clean up and running of the school dining hall to ensure the safety and wellbeing of the pupils in school.
- Supervise noise levels, behaviour and table manners of children.
- Supervise children whilst playing in the school playground.

Duties and Responsibilities

Planning and delivering activities

- Supervise pupil during activities and help resolve issues between pupils.
- Supervise activities and experiences for pupils.
- Offer educational instruction where necessary to support pupils to share.
- Monitor pupils throughout lunchtime and feedback any concerns to class teachers.

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- Deliver first aid and record details of incidents in line with the school's reporting procedures.
- Feedback concerns relating to pupils' health and safety to a senior member of staff.
- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away equipment safely.

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupil, in line with the school's behaviour policy.
- Follow direction from class teachers on supporting specific pupils with challenging behaviour.
- Support pupils with their independence and self-esteem when carrying out activities.

Safeguarding

- Keep up to date with pupil information on medical/dietary needs
- Be responsible for pupils during the lunchtime sessions
- Report any safeguarding concerns to the Designated Safeguarding Lead and report on CPOMS.

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role.



Warwick Bridge Primary School
Person Specification

Midday Supervisor

	Essential	Desirable
Qualifications and experience	First aid training (or willing to complete it)	Relevant NVQ Level 2 or experience Experience working with children or young people Supervising activities to engage pupil and support development
Skills and knowledge	Ability to respond quickly and effectively to issues that arise Effective communication with adults and children Ability to deliver instructions to pupils Work independently and as part of a team.	
Personal characteristics	Calm under pressure Maintains confidentiality Enthusiastic Ability to adapt to a variety of situations Shows initiative	