

Job Description
Middlestone Moor primary School



Post:- Lunchtime Supervisor

Grade:- 1

Hours:- 6.25 per week

Responsible to :- Head Teacher

Main duties/responsibilities:-

- Support the ethos and policies of the school, in particular the "Play Policy" linked to OPAL (Outdoor Play and Learning).
- To supervise children anywhere on the school premises during the lunchtime period, ensuring good conduct in behaviour in accordance with the school's behaviour policy.
- To work as a member of a team to secure the safety, welfare and good conduct of children during the mid-day period
- Assist pupils during the meal service, clearing up any spillages promptly.
- To engage children in suitable games and activities when they are on the playground or in the classrooms if the weather is inclement
- To encourage safe and positive play at all times and to enforce the school's ethos (Rights Respecting).
- Initiate game and activities, where appropriate, whilst maintaining broad supervision.
- Supervise children in classrooms during inclement weather.
- Engage pupils in safe, enjoyable and creative activities.
- Perform basic first aid for minor incidents/accidents.
- Maintain accurate and relevant incident/accident records.
- Present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- Any other duties of a similar nature related to the post which may be required from time to time.

Health and Safety:

- Comply with the requirements of the Health and Safety at Work Regulations
- Take reasonable care for the Health and Safety of yourself and others
- Co-operate with the school in ensuring that Health and Safety responsibilities are carried out

To attend any training/meetings required in order to satisfactorily carry out any of the above requirements and ensuring continuous professional development.