



Fulbourn Primary School

School Lane, Fulbourn, Cambridge CB21 5BH
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Job Description and Person Specification: Midday Supervisor

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Job Description

Post Title:	Midday Supervisor
Grade:	NJC 2 - 3
Responsible to:	School Business Manager
Purpose of the Job:	To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

Main Duties and Responsibilities:

1. 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.
2. To report to the lunchtime coordinator at the beginning of the lunch period and receive any instructions with regard to duties.
3. To model, recognise and promote positive behaviour and report any incidents as appropriate.
4. To deal appropriately with the management of children's behaviour within our behaviour policy and anti-bullying policy, referring to a member of the Senior Leadership Team as appropriate.
5. To ensure the safety and wellbeing of children, providing emotional support where necessary.
6. To be aware of cultural differences between pupils, dealing with any incidents of racism and sexism in accordance with agreed procedure.
7. To support pupils to deal with conflict and to support them to find suitable solutions together.
8. To arrange and supervise appropriate activities.
9. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

10. To assist with setting up the dining hall tables and chairs before the start of lunch service.
11. To support children to enjoy a lunchtime meal.

Headteacher: Mrs Beci McCaughran

12. To organise dinner queue and entrance of pupils into dining halls and from dining halls to playground: ensuring good behaviour and calm atmosphere.
13. To promote pro-social behaviour and to deal appropriately with the management of children's behaviour in accordance with the school's behaviour policy.
14. To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
15. To encourage social skills and good table manners, ensuring safety with knives and forks.
16. To clean up spillages of food (or encourage children to do so) and to organise clearing cutlery and crockery off tables.
17. To put away tables and chairs at the end of lunch service and sweep the floor, leaving the halls ready for use.

Playground

18. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
19. To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns.
20. To ensure that pupils who leave the school site have permission to do so.

School Premises

21. To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
22. To ensure that, when classrooms are used during the lunch break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
23. To check toilet areas regularly to ensure that they are clean and being used appropriately.
24. To:
 - a. take part in training appropriate to the job of midday supervisor.
 - b. take part in any appraisal arrangement made by the school.
 - c. undertake any other duties consistent with the purpose of the job.

Person specification

Knowledge and Qualifications

- Has some experience of working with children
- Awareness of the importance of safeguarding children
- Enhanced DBS Clearance (this will be carried out by the school for all successful applicants)
- Appropriate first aid training, or the willingness to undertake this

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Skills and Personal Qualities

- Is pro-active, energetic, fun, positive and enthusiastic
- Has good interpersonal skills and communicates successfully with adults and children, always maintaining a friendly disposition
- Sets high expectations for pupil behaviour and will support children to resolve conflict following the school's behaviour code
- Values the personal development and wellbeing of pupils.
- Is emotionally resilient when dealing with challenging behaviours
- Sees play as a learning opportunity
- Has an interest in working with children
- Is able to respond flexibly to change
- Works effectively with the staff team for the continuing improvement and development of the school
- Sets high expectations for him/herself and is keen to develop personal and professional skills and knowledge
- Has the ability to maintain confidentiality

Headteacher: Mrs Beci McCaughran
