



Little Gaddesden C. of E. Primary School

Church Road, Little Gaddesden, Hertfordshire, HP4 1NX

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Headteacher: Lorna Elkes

Together in Community

Built on our Christian values, rooted in the parable of the Good Samaritan

Midday supervisor - Job description

Job details

Hours: 11:30am-1:30pm

Contract type:Part-time

Reporting to: Headteacher

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

Supervise pupils in in the lunch area, playground and hall / classrooms (for wet play)

Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher or headteacher

Monitor pupils that aren't engaging in play and feed back any concerns to class teachers or headteacher

Organisation

Set up and put away the tables, chairs and other equipment needed for eating in the lunch area

Manage pupils' entrance and exit from the lunch area in an orderly manner

Clean up food and water spillages



KINDNESS - ENDEAVOUR - UNDERSTANDING



Health and safety

Observe pupils and the environment and take action to minimise any identified health and safety risks

Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider

Record details of incidents in line with the school's reporting procedures

Be aware of and support pupils with medical/dietary needs

Promote the school's policy around healthy eating to pupils

Feed back concerns relating to pupils' health and safety to a senior member of staff

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 pupils, in line with the school's behaviour policy

Make sure children tidy up after themselves in the lunch area and when using play resources/equipment

Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

Organise play activities to encourage pupils to play and make use of play equipment

Offer educational instruction where needed to help pupils to share play equipment

Help to resolve issues between pupils during play activities

Safeguarding

Make sure pupils remain on the school premises during the midday break

Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

Read and follow the relevant school policies

Undertake training required to develop in the role



KINDNESS - ENDEAVOUR - UNDERSTANDING

