

Bowmansgreen Primary School



Every member of staff at Bowmansgreen Primary School has the responsibility to make a positive impact on children's learning and wellbeing. Each person is required to understand their contribution in working towards and supporting the overall vision, aims and ethos of the school.

Job Title: Midday Supervisor
Grade: HB 3

Purpose of the Job

To deliver high quality care, guidance and support of pupils during the lunchtime period both in the dining room and on the playground.

Skills Required

The school welcomes MSAs who enjoy working with children and who will share the responsibility with them for making the lunchtime experience a positive one for all children.

- Be a responsible caring adult who shows conduct which commands respect
- Ability to manage pupils in a positive and upbeat manner, maintaining appropriate adult/child relationships
- Have high expectations of the children to achieve good standards of behaviour
- Ability to work in consultation with other staff and to take direction from senior staff
- Ability to be flexible and adaptable

Main Areas of Responsibility

- Responsibility for a designated area and allocation of children in the dining room or playground on a rota basis (with flexible arrangements, if a situation arises).
- Be aware of and follow the School's policy regarding Safeguarding
- Take responsibility for the health, safety, and welfare of the children, managing first aid in line with the school procedures
- General dining room supervision
 - Manage queues to dining areas.
 - Where required, mark registers, issue bands.
 - Provide a safe and orderly environment in the Dining Hall

- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
 - See that trays are not left in dangerous positions, and are wiped where necessary.
 - Supervise return of used crockery and cutlery by the children.
 - Ensure the pupils leave the tables clean for next occupant.
 - Clean tables and benches to a hygienic standard and stack when dry.
 - Implement behaviour expectations in the Dining area and follow procedures in accordance with the behaviour ladder.
 - Support the children to manage their school dinner or packed lunch.
 - Be aware of children not eating their lunch and report any concerns to the class teacher. (a nominated MSA will supervise a table children who need closer supervision)
- General playground supervision
 - Treat children with respect and expect respect in return.
 - Arrange supervision so MSAs move around amongst the children within the area they are covering.
 - Ensure acceptable standards of behaviour are maintained.
 - Implement the rules in the playground and follow procedures in accordance with the behaviour chart.
 - Provide feedback to the class teachers of any incidents which may arise during the lunchtime period.
 - Ensure that procedures are followed when administering basic first aid at the Medical Bench/area.

Supervision

The post holder will work under the supervision of a member of the Senior Leadership Team.

Job Content

The duties and responsibilities listed above describe the post as it is at present. The post holder will have a performance management interview each year and is expected to accept any reasonable alterations that may be necessary from time to time.

MSAs will be expected to work in partnership with all school staff to ensure all children's learning is well supported.

Signed

Dated