



Midday Supervisor Assistant- Role profile

Pay Grade: HB

Purpose of the Role: To ensure the safety and wellbeing of pupils during the lunch period, ensuring that break runs effectively and that the safety and welfare of pupils is maintained at all times.

Responsibilities:

- To work as a flexible member of our lunchtime team and be prepared to work inside the dining room or supervising our outdoor play areas when required.
- Prepare the layout of the tables and equipment in preparation for lunchtime.
- Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners.
- Encourage pupils to select and eat healthy balanced meals.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Setting out and storing playground equipment
- To supervise around the playground in dedicated zones ensuring all areas are supervised effectively.
- Encourage children to be active during the lunch break and initiate games with the children.
- Provide a safe environment for pupils to play and socialise outside or inside the classroom during periods of bad weather.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard also to children with additional needs. Provide a safe environment for pupils to play/socialize outside
- Encourage children to be resilient and independent and follow the values of their school
- Ensure the behavior policy is followed and deal with incidents accordingly. Report to senior staff in line with the school's policy
- Provide first aid during the lunch period as required
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.

Knowledge	Competencies
Health and Safety	Communication
Level 1 Safeguarding / Awareness of keeping children safe	Team working
Understanding of the Schools Ethos, Vision and Values	Active listening
Manual Handling	Sensitivity
First Aid certificate	Initiative

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.