Location: Broom Barns Primary School

Pay Grade: H3

Purpose of the Role: 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.

*N.B. The duties listed below are not an exhaustive list of requirements.*

**Key responsibilities**

**Supervision:**

* Supervise pupils in in the lunch area, playground and classrooms (for wet play)
* Encourage pupils to eat their lunch and monitor those who don’t, reporting any concerns to the class teacher
* Monitor pupils that aren’t engaging in play and feed back any concerns to class teachers

**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

**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

**Other areas of responsibility**

* Read and follow the relevant school policies
* Undertake training required to develop in the role

**Safeguarding:**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school.

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