

CAVALRY PRIMARY SCHOOL
MIDDAY SUPERVISOR



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

DUTIES

- to supervise pupils, during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- to monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to SLT
- to ensure the safety and well being of children, providing emotional support where necessary.
- to arrange and supervise appropriate activities under the direction of the Midday co-ordinator.
- to ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- to organise the dinner queue and entrance of pupils into the dining hall and from the dining hall into the playground, ensuring good behaviour and calm atmosphere.
- to deal with any misbehaviour that may occur in accordance with the school's behaviour policy, reporting any incidents, as appropriate to SLT.
- to encourage all pupils to eat, but especially those with Special Needs or disabilities and to assist with cutting up of food, pouring of water etc. where necessary.
- to encourage social skills and good table manners, ensuring safety with knives and forks.
- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

- Where appropriate, to collect pupils from the classroom ensuring that they are adequately dressed for the weather conditions.
- To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers entering the school grounds and report any concerns to SLT.
- To supervise pupils on the school premises in the hall, classrooms and in corridors, when they are not allowed outside because of inclement weather.
- 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.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the office.

Your role will require you to:

- take part in any training appropriate to the job of Midday Supervisor.
- take part in any appraisal arrangement made by the school.
- undertake any other duties consistent with the purpose of the job.

Hours : 1 hour per day, Mon to Friday, term time only

Salary : £2,809 p.a. FTE - £24,796

Applications to be received by 16th January

Interview date 26th January