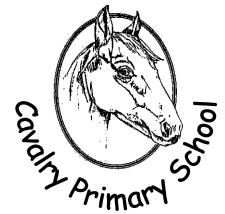


CAVALRY PRIMARY SCHOOL
MIDDAY SUPERVISOR



We are looking for someone to join our team every lunchtime (term-time only) to supervise the children whilst they eat lunch and/or play outside. If you think that could be you, please contact the school office for an application form
admin@cavalryprimary.org

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 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 report to the Midday Co-ordinator at the beginning of the lunch period and receive any instructions with regard to duties.
- to monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Midday Co-ordinator as appropriate.
- 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 dinner queue and entrance of pupils into dining hall and from dining hall into 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, with Midday Co-ordinator.
- 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 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 the Midday Co-ordinator.
- 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 Midday 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 Midday Co-ordinator.

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: 5 hours per week, 38 weeks per year

Salary: £2,576.23 pa including holiday pay (prorated equivalent of £22,737pa)