

# Bramley CofE (VA) Infant and Nursery School



## Job Description – Midday Supervisor PS1/2

**Job Title:** Midday Supervisor

**Job Purpose:**

- Working within a framework of duties set by the Senior Lunchtime Supervisor, provide support for the social and the emotional needs of students, ensuring that they have a safe and healthy environment, during lunchtime break periods at the Nursery School.
- To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

**Responsible to** (a) Head Teacher  
(b) School Business Manager  
(c) Pre-school Teacher

**Key Accountabilities**

- Work with pupils to achieve positive and effective supervision during their lunch break periods. This involves understanding and respecting the social and emotional needs of student(s) and using this knowledge to support their development
- Provide the appropriate level of support needed by pupils to promote and encourage independence and good social behaviour, at mealtimes in the hall area and outside areas, responding to any signs of distress or conflict. This will include helping individual pupils develop acceptable eating manners and orderly behaviour; the proper use of cutlery and drinking facilities and, where necessary, assist with the collection of food and the return of empty dishes
- Ensure that pupils are wearing their lanyards if they have an allergy and ensure that the correct meal is given to that child.
- Promote student well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem, help them to practice good standards of personal health and hygiene.
- Apply first aid or in cases of more serious accidents or illness, ensure that the pupil receives the necessary care and attention, promptly.
- Provide specific support to any pupil with special and/or medical needs, taking into account their educational, cultural and/or religious background.
- Be responsible for reporting to the appropriate member of staff, any observed pupils behaviour or any particular incident, which in their opinion is either (a) unacceptable or contrary to school standards, or (b) in the interest of the pupil that warrants further consideration.
- Be responsible for reporting situations which potentially pose a danger to any pupil(s) or member of staff in the school.
- Always undertake duties in such a way as to ensure that the school has a safe and welcoming environment. Be familiar with all the school's policies concerning the safety of pupils.

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- Supervise the movement of pupils to and from dining areas during their lunch break.
- Clean up any light spillage of food and water during lunch.
- Sweep and wet mop floor after lunchtime.
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of lunch break and playground duties. Attendance will be required at any training activities provided by the school.

### **Qualifications and Experience:**

- No formal qualifications required but some experience of supervising children essential
- First Aid Trained
- Good interpersonal skills with both adults and children

### **Supervisory Responsibility:**

- The post holder does not have supervisory responsibilities for other staff.

### **Policy and Compliance**

- Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.
- *To work within and comply with safeguarding and child protection policy and procedures.*

### **Work with others**

- Receive and respond to everyday enquiries from stakeholders to provide a timely, courteous and efficient service.
- Develop strong relationships with partners and stakeholders to deliver a timely and efficient service – flexible team player is essential.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.

**Values:** To uphold the vision, values and behaviours of the school and be sympathetic to the Christian beliefs.

**Equality & Diversity:** To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

**Health, Safety & Welfare:** To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Note:** This job profile is subject to review and amendment in consultation with the Head Teacher so that the role continues to develop in line with the needs of the school. The job profile is not a definitive list but includes the principal responsibilities of the post.

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**Person Specification – Midday Supervisor**

**Qualifications**

<b>Essential</b>	<b>Desirable</b>
Willingness to undertake First Aid training.	First Aid at Work qualification.
Willingness to undertake any relevant training.	

**Skills and Experience**

<b>Essential</b>	<b>Desirable</b>
	Experience of working in a school setting.

**Personal Qualities**

<b>Essential</b>	<b>Desirable</b>
Able to work well with children, staff, parents and governors.	
Honest and trustworthy.	
Self-motivated, efficient and well organised.	
Friendly and supportive.	
Enjoy being part of the school community and take an active role in school life.	
Smart professional appearance.	