

# Lent Rise School

## Job Description

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Name:

Job Title: Midday Supervisor

Responsible to: Headteacher, Senior Leadership Team

You are directly responsible to the School Business Manager and you are required to carry out the duties of a Dinner Supervisor as detailed below.

### Specific Additional Responsibilities:

### Professional Responsibilities:

You are appointed at the appropriate Spinal Point on the Buckinghamshire Pay Scale. Your duties should be carried out with due regard to the school's aims and objectives and any policies of the Governing Body. You should share in the corporate responsibility for the well-being and discipline of all pupils.

- The role must have as a priority to support all children to play together and to learn the necessary social skills when sharing a meal together.
- To promote good behaviour at all times is the most critical element of the role.
- To follow the dress code in school so that you are a role model for the pupils in our care.
- You are responsible for safely setting out tables/chairs in the hall before lunch and also for putting them away at the end of lunch.
- Be aware of risk management and health and safety strategies within the school and support systems which ensure the safety of all within the school community.
- To support 'Play Leaders' to encourage play at lunchtimes.
- To support pupils to engage in active play and games

### General

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work aims of the School.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- All communications with staff, governors and external agencies must be approved by the Headteacher prior to distribution.

### Outside

- Please stand in different places around the grounds. Ensure you take a radio with you if you are on duty outside. (There are 2 radios available from the office).
- One Midday Supervisor should always stand on the red line so that you are able to "watch" the gate.
- **No** adult should collect a child from the playground. They should be directed to the office to sign the child out.
- If you are in any doubt send a sensible child with a message to the office.
- Only Year 6 have the privilege of eating outside in the summer except under exceptional circumstances and this must be checked with a senior member of staff.
- KS1 must always stay in for lunch. If you wish to take KS2 out it must be on a day when there is guaranteed sunshine, otherwise there would be a problem when you have to get them in.
  - If children are eating outside, they **MUST** sit in class group and year group.
  - There must be a midday supervisor sitting with that class/year group.
  - Good manners must still be a priority
  - Children must not leave the group until they have finished their lunch.
  - All litter must be collected and put in a black bag before the group disperses.
  - If behaviour deteriorates we would have to revert immediately back to only year 6 having the privilege of eating outside.

### **Inside** -

In the Lunch hall:

- Make sure that the children know that you are watching them and that if you ask them to do something, they do it.
- If they are too noisy, disruptive etc, make sure that you report this to a member of staff that day so that we can support you.
- Make sure that they line up quietly. They do not come in till they are quiet.
- They do not bang furniture on the floor.
- They respect each other and you.
- There will be a small container on each table. The children must not leave their seats at all until they have finished. The container is for their rubbish and can be emptied by you after two sittings.
- They walk into the hall to sit down and put their hands up when they have finished and wish to leave. They walk out quietly.
- If they cannot eat quietly or follow these simple rules they will have to spend a week of lunch times up in the office.

### **Wet Play**

- Show a DVD , organize circle time games.
- Go with a class and supervise quiet games / responses as in wet play packs.
- At no time should a child run around the classroom / throw paper aeroplanes etc. (These could be health and safety issues).
- At no time should a child use any IT equipment - this includes the Interactive Boards.

This job description gives a broad indication of what is included in the post and

different aspects may be emphasised according to the requirements of the school. The duties of this post may vary from time to time without changing their general character or the level of responsibility entailed.

Ensure that confidentiality is respected at all times and that children, family and school issues are discussed only with relevant professionals.

### **Safeguarding**

All school staff have a responsibility to provide a safe environment in which children can learn and have read and understood the Department for Education's Keeping Children Safe in Education statutory guidance (KCSIE). They are also required to:

- Work together with all staff to promote safeguarding.
- Keep up-to-date with safeguarding training requirement.
- Keep up-to-date with Prevent and Keeping Children Safe in Education.
- Complete Keeping Children Safe Online, Prevent and FGM training plus any other training, as directed by the Designated Safeguarding Lead and Headteacher.
- Follow welfare and whistle blowing procedures.
- Be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life. In the first instance, staff should discuss early help requirements with the designated safeguarding lead. Staff may be required to support other agencies and professionals in an early help assessment.
- Any staff member who has a concern about a child's welfare should follow the school referral processes. Staff may be required to support social workers and other agencies following any referral.
- Be aware of systems within this school which support safeguarding to include:
  - the school's Child Protection policy
  - the school's staff behaviour policy (code of conduct) and
  - the role of the designated safeguarding lead.
- All staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated lead and children's social care. Staff should never promise a child that they will not tell anyone about an allegation, as this may ultimately not be in the best interests of the child.
- All staff should be aware of the types of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. Types of abuse and neglect, and examples of safeguarding issues can be found in paragraphs 35-44 of the Department for Education's Keeping Children Safe in Education statutory guidance (September 2018).

### **Additional Duties**

- Any other duty deemed reasonable, as directed by the Headteacher.
- To complete Food Hygiene training.

### **Code of Conduct**

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with Buckinghamshire County Council's Code of Conduct for Employees in Schools.

This job description will be reviewed at the end of the Academic year, or earlier if necessary. In addition it may be amended at any time after consultation with you, according to the growth in the number of staff or because of the changing needs of the school. The Dinner Supervisor should sign two copies of the job description and then retain one copy while giving the other copy to the Headteacher.

Review Date: September 2022

Signed :

Signed :

( Headteacher)