

# LAKENHEATH COMMUNITY PRIMARY SCHOOL

## JOB DESCRIPTION

**JOB TITLE:** Midday Supervisor

**LEVEL:** A

**GRADE:** Grade 1

### LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

You will make day-to-day decisions about own workload.

There will be some need to interpret information or situations and to solve straightforward problems.

Exchanges orally, varied information with a range of audiences.

Problems will be referred to Headteacher, Deputy Headteacher, Assistant Head or SENCO.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

The next section of this job description will give examples of the types of work that may be carried out. This list is not exhaustive.

### DUTIES WILL INCLUDE

- Direct supervision of pupils throughout the midday break, i.e. from the end of morning school until the start of the afternoon session
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field etc, as appropriate
- Playing games with all the children

- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff
- Assist with the induction training of any new midday supervisory assistants or relief assistants when necessary
- Any other related duties as directed by the line manager/head teacher

### **You will need**

- Basic knowledge of first aid
- Knowledge of appropriate school policies and procedures
- Ability to identify and resolve straight forward problems, e.g. a minor disagreement between pupils
- Ability to refer more complex problems to appropriate member of staff
- Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks
- Sensitivity to pupils' individual needs when providing personal care or administering first aid
- Ability to provide straightforward advice to pupils
- Ability to cut food for disabled or younger pupils
- Ability to set up and clear away tables/chairs and assist with cleaning of dining area
- Ability to work within guidelines and procedures
- Ability to conciliate between pupils that have a disagreement
- Ability to record incidents in an appropriate school record eg accident book, behaviour book

**JANUARY 2015**