

Job description: Primary Academy - Midday Supervisor

Sussex Learning Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the Academy's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers

Organisation (when fulfilling a role in the dining hall)

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean the hall
- Support the provision of school lunches in liaison with the catering company

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid. If not first aid trained, refer incidents to a qualified first aider
- Record and communicate details of incidents in line with the Academy reporting procedures
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils

Behaviour

- Record and communicate details of anti-social behaviour incidents in line with Academy reporting procedures
- Report any incidents of serious anti-social behaviour to the relevant staff member, in line with the Academy Wellbeing, relationships and self-regulation (Behaviour) Policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the Academy Wellbeing, relationships and self-regulation (Behaviour) Policy.
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Take on a play leader role/part of OPAL/Evolving Playtimes teams

- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the Trust procedures for approaching/reporting individuals
- Follow the Trust procedures for reporting safeguarding concerns

Other areas of responsibility

- Read and follow the relevant Academy/Trust policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, including the support of pupils with medical/SEMH/SEND needs in the event of staff absence.