

Whitfield St James' CE (VC) Primary School

Job Description Midday Supervisor

At Whitfield St James' CE (VC) Primary School all staff will:

- Keep to our code of conduct and act at all times within the school ethos.
- Be aware of and implement appropriate school policies as agreed by the governors, in particular: Health & Safety, Child Protection, Equalities and Equal Opportunities.
- Promote the use of supportive language by working with children, parents and staff to create and use affirmative language of success, possibility and hope.
- Set a role model for all pupils and parents in behaviour, dress and communication.
- Support and contribute to safeguarding and promoting the welfare of children, including through following our Safeguarding and Child Protection Policy and the Code of Conduct for Safer Working Practice.
- Maintain confidentiality at all times and observe data protection and associated guidelines where appropriate.

Duties and Responsibilities:

1. To treat all children with respect, trust, kindness and honesty.
2. Use supportive language and avoid confrontation wherever possible
3. Promote the social and emotional development of children.
4. To deal appropriately with the management of children's behaviour within our Behaviour Policy.
5. To take part in a varied programme of activities as part of the lunchtime play.
6. To work with all children responding to their individual needs and differing abilities to ensure their success.
7. To teach through modelling and discussion, mediation strategies and support children to use these to solve minor issues.
8. To understand the varying needs of the children, physical, medical and emotional.
9. To take appropriate action in emergencies and summon assistance as required.
10. Liaise with other team members in a professional manner, including other professionals from outside agencies.
11. If approached by parent or carer with concern, refer them to the class teacher or member of the Senior Leadership Team.
12. Take record of any concerns over safeguarding and report in line with relevant policy and guidelines.
13. Review and develop own professional practice.
14. Attend meetings and training to improve lunchtimes and to improve own skills and knowledge
15. Encourage children to develop healthy eating attitudes and routines.
16. Safe supervision of all areas both inside and outside – playground, dining hall and toilet area.

17. Promote good manners.
18. Create a positive culture at lunchtime.
19. Ensure the dining hall is left in a tidy condition.
20. Administer First Aid where appropriate
21. Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this position.

Responsible to: Headteacher