

River Beach Primary River Beach
Hall Midday Supervisor
Job Description

Title of Post: Hall Midday Supervisor

Grade: 2

Responsible to: Senior Midday Meals Supervisor/Business Manager/Headteacher/Governors

MAIN PURPOSE OF THE JOB:

- To set up and clear away the furniture and equipment in the hall either end of the lunchtime period and in between each of the sessions.
- To set up and put away playground equipment in all playground areas ready for the pupils to use over the lunchtime period.
- To supervise pupils who have hot meals during midday break, ensuring that the children eat meals safely and behave appropriately.

Key Tasks:

The Hall Midday Supervisor will:

- supervise pupils eating their lunches, ensuring that pupils have an enjoyable social experience and managing behaviour using role modelling and positive behaviour management
- positively encourage children to try new foods and develop a positive attitude to a healthy diet. To report to the Senior Midday Supervisor any child whose diet may give rise for concern
- assist children to develop their fine motor skills until they are able to manage their lunch independently
- ensure that all equipment is cleared away after use and that the hall is cleared and reset between sessions in a timely manner to ensure the smooth transition between the different lunchtime sessions
- ensure that children remain within a safe environment, and that any spillages or hazards are removed promptly and safely
- set suitable behaviour standards in line with school policy;
- help children acquire social skills;
- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary;
- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- report to the Senior Midday Supervisor issues concerning behaviour;
- liaise effectively and professionally with staff, as required

Other information:

- The post holder must carry out their duties in accordance with River Beach Primary School's Equal Opportunities Policy, the Health & Safety Policy, Child Protection Policy and the School's requirements and standards. River Beach Primary School is committed to safeguarding and promoting the health, welfare and well-being of the children in its care. The post holder will be responsible for promoting and safeguarding the welfare of pupils at the school in line with the School and Children's Services priorities.
- The post holder will take all reasonable care to promote a healthy working environment and safe working practices in accordance with the School's Health & Safety Policy. As an employee the post holder is required, under section 7 of the Health and Safety at Work Act 1974, to take all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- The Post holder will demonstrate a commitment to and understanding of equal opportunities and set an example of non-discriminatory behaviour and work practices to ensure as far as reasonably practicable, the successful implementation of the School's Equal Opportunities Policy.
- Data Protection Act- Under the provision of the Act, it is the responsibility of each member of staff to ensure that all computerised personal information relating to pupils and other members of staff the which s/he has access in the course of employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and lead to disciplinary action.
- The post holder will be committed to attend staff training and participate actively and effectively in their own development through supervision and performance management processes.
- The Post holder will be expected to contribute to the overall ethos/work/aims of the school
- The Post holder will be expected to appreciate and support the role of other professionals
- The Post holder will be expected to treat all users of the school with courtesy and consideration
- The Post holder will be expected to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This post is subject to an Enhanced Disclosure & Barring Service Check.

November 2014