



Tutshill C of E
Primary School

FOREST EDGE FEDERATION



Woolaston
Primary School

JOB DESCRIPTION

| | |
|------------------------|--|
| POST: | Mid-day Supervisor |
| SCHOOL: | Tutshill C of E Primary School |
| RESPONSIBLE TO: | Responsible and accountable to the Class Teacher initially and the Headteacher for all duties, responsibilities and tasks. |

JOB PURPOSE:

Under the direction of the Line Manager, the Mid-Day Supervisor's role is to ensure the smooth running of the hot meals, packed lunches and the supervision of children at lunchtime play. The MDS will model and promote the school vision and values.

MAIN DUTIES & RESPONSIBILITIES:

- MDS on lunchtime duty should be on hand to supervise entry into the main hall, make sure water is available and support children whilst eating.
- At the end of second sitting, the MDS will assist with wiping of tables, the stacking of chairs and tables.
- During lunchtime play, move around playground to ensure all play areas are supervised.
- During wet weather, MDS will distribute themselves between the nominated classrooms.
- All minor injuries should be dealt with by the MDS. All major injuries must be reported to a fully qualified first-aider.
- Any minor incidence of bad language, unkind behaviour and bad manners to be dealt with by MDS. Any serious incidents or refusal to obey a MDS should be reported to a member of the Senior Leadership Team who will deal with the individual children. The School Behaviour Policy should be followed at all times.
- At the end of lunchtime, the MDS will escort children to their classroom and will remain with them until their class teacher arrives.
- MDS to attend training, including first aid and positive behaviour management.

SUPPORT FOR PUPILS:

- Encourage good table manners and behaviour during lunch.
- Actively encourage healthy eating.
- Encourage pupils to play co-operatively with each other and behave appropriately.
- Monitor pupils use of the buddy bench, encourage other children to talk to children who use the bench.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils during lunchtime.
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and play co-operatively with others and encourage pupils to engage in lunchtime activities.

- Administer any basic first-aid needs on the playground, keeping records in the first-aid book provided.
- Provide feedback to pupils in relation to behaviour, including issuing certificates, wrist bands and stickers.

SUPPORT FOR THE SCHOOL:

- Comply with and assist with the development of policies and procedures relating to: behaviour, child protection/safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Use the shared language of the school relating to our vision and values.
- Have an awareness of and support all children as individuals, ensuring that they have equal access to lunchtime activities.
- Promote the school vision and values at all times whilst contributing to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate with other staff, including the SLT, Line Manager, class teachers and TAs to support achievement and progress of pupils.
- All holidays are to be taken outside of term time.

Signed:

Date: