

EASTFIELD INFANT AND NURSERY SCHOOL

Eastfield Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB DESCRIPTION	
Midday Supervisor	
Job Title:	Midday Supervisor
Reports to:	Midday Coordinator and Headteacher
Hours:	11.25am to 12.35pm
General Duties	
<ol style="list-style-type: none">1. To care for children from those classes organised by the Midday Coordinator (this may mean children from more than one class).2. To ensure the safety of the children at all times both in school and in the playground. To actively encourage the children to play.3. To administer simple first aid or take children who are sick or injured to the Midday Coordinator, Deputy or Headteacher.4. To be sympathetic to the needs of young children and ensure that at all times the children are the focus of your attention.5. To assist in ensuring school policies, in particular the behaviour policy, are followed ensuring that incidents of inappropriate behaviour are reported to the Midday Coordinator. These may then be recorded in the playground incident book.6. To deal with toileting accidents.7. To inform the Midday Coordinator of any issues and to be sure not to approach the parents/carers of the children involved directly.8. To wear appropriate clothes for work in accordance with school guidelines found in Staff Handbook. Being suitably dressed for PE would be acceptable, for example collared t-shirt and smart tracksuit (not Lycra).9. To remain always confidential about all school matters. All areas of potential difficulties are managed solely by the Midday Coordinator, Deputy Headteacher, Headteacher or teacher. It is inappropriate for lunchtime staff to offer any comments or suggestions to Parents/Carers with regard to the management of their children without reference to the teaching staff.	
Outside	
<ol style="list-style-type: none">1. Record all injuries in the green first aid book and transfer significant injuries into the blue class book.2. Supervise playground, trim trail, willow tunnel and grass area, ensuring a high standard of behaviour.3. Report anything which you consider may be a danger to the children.	
In the Dining Hall	
<ol style="list-style-type: none">1. To actively supervise the children whilst they are eating lunch.2. To help to sustain an acceptable noise level.3. To encourage the children to eat well.4. Children are expected to eat in an acceptable manner, for example:-<ul style="list-style-type: none">• They should sit facing the table, holding their knife and fork correctly and display reasonable table manners.• The children should be discouraged from trying to eat their food as quickly as possible so that they can go outside.	
Extra Duties	
Supervisors should:	
<ol style="list-style-type: none">1. See that the plates are scraped and piled correctly.2. Ensure that spillages made by the children are cleared up. Children are not expected to clear up after other children.3. Ensure the tables and chairs are wiped and put away.	
On Wet Days	
The Midday Coordinator organises the cover in the hall.	

This role description may be amended at any time after discussion with you.

Signed Date