

## Eyrescroft Primary School - Midday Supervisor

**Core Purpose:** To meet the school's aim: *"Inspire – Achieve - Celebrate"*

### **Responsibilities:**

- Midday Supervisors are employed to facilitate play and interact with the children.
- Midday Supervisors are required to be 'on duty' between 12.10 and 1.30 pm (*times are subject to change as dictated by the needs of the school*), although they are expected to be on the premises at least 5 minutes before their duties commence.
- Midday Supervisors are required to give one month's notice of termination of their contract.
- Midday Supervisors who are unable to work on a particular day should ensure that the school is notified by 9:15 am.
- Midday Supervisors are expected to carry out their duties in a quiet, friendly and professional manner with full regard for the ethos and expectations of the school, i.e. courtesy, mutual respect, social development etc.
- Midday supervisors are reminded that the lunch break is a period of recreation for the children and that the appropriate levels of freedom to talk and socialise should be allowed within the classroom whilst maintaining a socially acceptable and controlled atmosphere.
- Midday Supervisors are required to maintain in confidence any academic, social or behavioural matters, to which they may be a party in the course of their duties.
- Midday Supervisors are required to respect the wishes of the class teacher with regard to organisation, use of materials and equipment, and the requirements of specific children.
- Midday Supervisors should be fully prepared to occupy the children with appropriate activities during a wet lunchtime.
- When on the playground, Midday Supervisors have a responsibility to oversee the health and safety of all the children and to lead them in appropriate play activities.
- Midday Supervisors may administer basic first aid (if first aid trained). Any concerns can be directed to the Senior Midday Supervisor or Senior Leadership Team. As part of their duties, first aid trained Midday Supervisors will look after sick or injured children and report to the Senior Midday Supervisor or Senior Leadership Team if concerned.
- Midday Supervisors are responsible for organising the eating arrangements for the children remaining on the premises.

This will include:

- Ensuring that the children wash their hands.
- Sending those children who have a school dinner to the hall at the appropriate time and to accompany them as required.
- Establishing an appropriate atmosphere.
- Employing a sensitive approach to children who are reluctant to eat.
- Occupying children who finish eating sooner than others or those who return from school dinners, with appropriate activities.
- Wiping all tables and clearing the floor of any food or litter.
- Midday Supervisors are responsible for the quiet and controlled movement of their classes through the school.
- Midday Supervisors are responsible for having their classes settled and ready for afternoon school by 1.15pm, either sitting in their places or on the carpet area, as requested by the teacher.
- Midday Supervisors will be required to be flexible in their duties, on occasions when normal arrangements are temporarily changed or when a particular job needs to be done.
- Midday Supervisors should be available for training when required including child protection.
- Midday Supervisors should safeguard the health and safety of pupils in their care and follow the school's child protection procedures.

- Midday Supervisors should follow the school's dress code at all times and attend their duties in an appropriate and professional appearance, i.e. no jeans or revealing clothing or leggings.
- Midday Supervisors must not give reference to pupils, staff or the school on any networking site or social media or post photographs of children or staff without the permission of everyone included in the photograph.
- All school policies and documents should be adhered to and it is the responsibility of individual members of staff that they are familiar with the school's expectations.

Date of issue:	
Signature of Post holder Name:	
Signature of Executive Principal Name:	