

JOB DESCRIPTION: Relief Midday Supervisor

POST: Relief Midday Supervisor

GRADE: Pay Scale A - Pay Point: 3

SUPERVISORY RESPONSIBILITIES:

To whom: Head teacher, Senior Leadership Team, Higher Level Teaching Assistants

PURPOSE OF POST:

- To provide support to the Head teacher and school across a range of child centered activities which promote child development and learning.
- To work as part of a team monitoring children's behaviour and providing for their needs and safety during lunchtimes.

AREAS OF RESPONSIBILITY AND KEY TASKS – TO:

1. Promote and actively support the values of the school.
2. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
3. Provide a secure, caring and enriching environment for all the children.
4. Model and exercise high quality care and education for all children.
5. Promote children's self-esteem and inclusion through supporting the independence and inclusion of all children as required.
6. Act in accordance with the schools' policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
7. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of children during the lunchtime break, having regard to special or additional needs.
8. Praise and reward good behaviour, deal with / record inappropriate behaviour and report serious incidents in line with school policy and procedures.
9. Assist in the supervision of other activities during the lunchtime break, including setting out and storing equipment.
10. Encourage children to use proper cutlery, good manners, social skills and to select and eat healthy balanced meals.
11. Clean up spillages of food or liquid during meal service.
12. Wipe down tables and clean dining areas between meals.
13. Support children's social and emotional well-being, reporting problems to senior staff as appropriate.
14. Arrange for first aid to be given and to comfort sick children as appropriate.
15. Undertake similar work at other times, such as before and after school.
16. Participate in and contribute to staff meetings and INSET as required.
17. Participate in the development and delivery of national and local initiatives.
18. Continue own professional development in line with school improvement priorities and personal professional needs.
19. Take on any additional responsibilities which might from time to time be determined.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Signed Teaching Assistant:

Date:

Signed Headteacher:

Date: