



Tibshelf Schools Federation

Job Description

Post: Relief Midday Supervisor

Grade: Grade 3

Responsible to: The Headteacher, Deputy Headteacher, School Business Services Manager, Teachers, Teaching Assistants & Senior Midday Supervisor

Start date: From 1st September 2023

Liaison with: Senior Leaders, Teachers, Teaching Assistants and Senior Midday Supervisor

Main Purpose of the Post: To provide cover at short notice within the Tibshelf Schools Federation for the roll of midday supervisor. To supervise and assist children during lunchtime, inside the school and in the playground areas, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

Main Duties and responsibilities:

1. Create a positive culture at lunchtime inside and outside.
2. To treat all children with respect, trust, kindness and honesty.
3. Promote the social and emotional development of children.
4. To deal appropriately with the management of children's behaviour within our positive behaviour management policy.
5. To teach through modelling and discussion, mediation strategies and support children to use these to solve minor issues.
6. To report and record any behaviour incidents as per school policy.
7. To take part in a varied programme of activities as part of the lunchtime play.
8. To lead and actively participate in a range of games outside at lunchtime.
9. To work with all children responding to their individual needs and differing abilities to ensure their success.
10. To understand the varying needs of the children: physical, medical and emotional.
11. Administer first aid if required and complete accident / bump forms as required. If not qualified refer to a trained first aider.
12. To take appropriate action in emergencies and summon assistance as required.
13. Encourage children to develop healthy eating attitudes and routines.

14. Safe supervision of all areas both inside and outside – playground, dining hall and toilet area.
15. Ensure the dining hall is left in a tidy condition by assisting in cleaning tables and any spillages.
16. During wet play ensure that the children are supervised in their classrooms and that any equipment used is put away tidily by the end of lunch.
17. Liaise with other team members in a professional manner, including other professionals from outside agencies.
18. If approached by parent or carer with concern, refer them to the class teacher or member of the Senior Leadership Team.
19. Take record of any concerns over safeguarding and report in line with relevant policy and guidelines.
20. Review and develop own professional practice.
21. Attend meetings and training to improve lunchtimes and to improve own skills and knowledge.
22. Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities, and grade of this post.

Working Practices within the School:

- The post holder must carry out his/her responsibilities within the guidelines of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of the schools.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with School's Child Protection Policy and Guidelines alongside KCSIE.
- To carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- To understand and comply with the School's Health & Safety Policy in the performance of their duties and responsibilities.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand, and comply with, all other relevant school policies.