



St Mary's C of E (Aided) Primary School

The Green
Chipping Norton
Oxfordshire
OX7 5DH

Job description: Midday/Lunchtime Supervisor

St Mary's C of E (Aided) Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details:

Salary: £23,656 (pro Rata) 12.26 per hour
Hours: 12.00 till 1.00pm Monday to Friday (Term Time Only)
Contract type: Permanent, part-time
Reporting to: Headteacher

Duties and responsibilities:

Supervision

Supervise pupils in the lunch area, playground and classrooms (for wet play).

Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher.

Monitor pupils that aren't engaging in play and feed-back any concerns to class teachers.

Organisation

Manage pupils' entrance and exit from the lunch area in an orderly manner.

Clean up food and water spillages.

Health and safety

Observe pupils and the environment and take action to minimise any identified health and safety risks.

Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.

Record details of incidents in line with the school's reporting procedures.

Be aware of and support pupils with medical/dietary needs.

Promote the school's policy around healthy eating to pupils.

Feed-back concerns relating to pupils' health and safety to a senior member of staff.

tel: 01608 642673 email: office.3858@st-marys-chipping.oxon.sch.uk

www.st-marys-chipping.oxon.sch.uk

Behaviour

Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.

Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.

Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.

Follow any directions from class teachers on supporting specific pupils with challenging behaviour.

Play

Organise play activities to encourage pupils to play and make use of play equipment.

Offer educational instruction where needed to help pupils to share play equipment.

Help to resolve issues between pupils during play activities.

Safeguarding

Make sure pupils remain on the school premises during the midday break.

Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.

Other areas of responsibility

Read and follow the relevant school policies.

Undertake training required to develop in the role (this includes training off site).