|  |
| --- |
| As a church school, our vision is for each child to love learning and to have hope, confidence, wisdom and respect for all.  ***‘Life in all its fullness’*** *(*John 10:10) |

**Kindness Inclusivity Community**

**Midday Supervisory Assistant Job Description**

|  |  |
| --- | --- |
| **Job Title** | Midday Supervisor |
| **Reports to** | Preschool Manager & Headteacher |
| **Responsible for** | Supervising children at lunchtime |
| **Liaison with** | Teaching staff, support staff, Headteacher, pupils, parents, governors and other stakeholders |
| **Job Purpose** | To look after children during their midday break |
| **Duties** | * Arrive promptly at 12.00 pm in Helperbees * Collect trolley from the school kitchen * Establish positive relationships with the children and other adults. * Help to serve the meals then ensure that children are well behaved, sitting nicely, talking quietly, using good manners, eating carefully, using a knife and fork correctly and eating their food * Be aware of any allergies, dietary needs or other needs * Any issues should be discussed with colleagues and if needs be reported to the Preschool Manager and/or Head Teacher * After lunch, supervising the children in setting * Encourage safe, creative and active play * Ensure children use equipment safely and appropriately * Listen to children when they report an issue, cascading this to the Preschool Manager and/or Headteacher * Record incidents/accidents on a form; give the child a completed head bump form to take home, and if appropriate (incidents should be reported to the Preschool Manager and a parent phoned if needs be) |
| **General** | * To understand and apply school policies in relation to health, safety and welfare * Attend relevant training and take responsibility for own development * Attend relevant school meetings as required * To respect confidentiality at all times * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the headteacher * To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy * The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.   The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out other appropriate duties within the context of the job, skills and grade. |