



**WESTFIELD INFANT SCHOOL**

**Job Description – Mid Day Supervisor**

Role

The Mid Day Supervisor will be a member of the school team and will be accountable to the Senior Mid-day Supervisor, the Headteacher and the board of Champions body. The postholder must carry out his/her responsibilities with due regard to the Equal Opportunities Policy.

Main Purposes

To improve children’s enjoyment of lunchtime, and their behaviour, by setting up and leading activities and teaching children how to play. This will include supervising team games, encouraging appropriate use of equipment and promoting fair play. The role will also involve supervising and supporting children eating and clearing up in the hall.

Main Responsibilities

Lunchtime playworkers are employed for 7 hours 5 minutes per week. This time is made up of contact time with children, setting up and clearing away activities and the dining hall and an allocation of training time.

**Duties and Responsibilities:**

* To run a timetable of day-to-day activities including setting up of equipment.
* To liaise with the Midday Supervisors to ensure the smooth running of lunchtimes.
* To suggest recommendations to their Line Manager on the improvements and developments of the lunchtime playscheme.
* To ensure that all equipment is available, usable and safe.
* To help control the issue and return of equipment, reporting any discrepancies to the Senior Midday Supervisor.
* To refer children to first aid at an appropriate level.
* To take appropriate action in emergencies and summon assistance as required.
* To deal appropriately with the management of pupil behaviour within the Behaviour Management System.
* Promote social and emotional development of the pupils alongside other team members.
* Liaise with other team members in a professional manner, including other professionals from outside agencies.
* To maintain confidentiality and observe data protection and associated guidelines where appropriate.
* To only communicate with parents under the guidance of Leadership Team.
* To treat all children with respect, trust, kindness and honesty.
* To work with all children to ensure their success.
* To respond to the individual needs of young people of differing abilities and needs.
* To attend meetings and training regarding the running of the lunchtime playscheme.
* Review and develop own professional practice.
* Attend training to improve own skills and knowledge.
* Supervise and support children in a family dining environment.
* Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

**Please note that all holidays must be taken during the school’s holiday**

**At Westfield Infant School all staff will:**

* Keep to the WIS code of conduct and act at all times within the WIS school ethos.
* Work towards achieving the aims of WIS.
* Be aware of and implement WIS policies, in particular: Health and Safety, Child Protection, Racial Equality and Equal Opportunities.
* Promote the use of supportive language by working with children, parents and staff to create and use affirmative language of success, possibility and hope.
* Set a role model for all pupils and parents in behaviour, dress and communication.
* Support and contribute to WIS responsibility for safeguarding children.