Gurnard Primary School

Midday Supervisor Assistant - Job Description

(based on Isle of Wight Council Midday Supervisor Assistant Job Description)

Responsible to: Deputy Headteacher

Job Purpose
Assisting in securing the safety and welfare of pupils during the school lunchtime break in accordance with practices and procedures.

Major Tasks:

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. Supervise the children in the dining area, playground, field and school premises.
4. Clean up spillages – ensure tables are clean.
5. Encourage social skills and good table manners ensuring safety with knives and forks.
6. Encourage and assist children to eat their dinner, especially those with special needs or disabilities. Being aware of pupils with special dietary requirements or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids etc. where necessary.
7. Administer First Aid treatment (only once qualified).
8. Assist children with toileting when necessary.
9. Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate.
10. Organise games for the playground. Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
11. Reporting any bad behaviour and incidents.
12. Participate in meetings at the school as appropriate.

- **Generic quality statement: The Isle of Wight Council** expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.
- **Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.
- **Diversity and Equality** - All employees are expected to treat others with dignity and respect.
- **Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.
- **Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.

Signed Vanessa Hitchcock (Headteacher) Date 1st September 2016

I acknowledge that I have seen and received a copy of the above job description

Signed …….. (Member of staff) Date ……..

Please return one signed copy to the school office.