

JOB DESCRIPTION
SUPERVISORY ASSISTANTS

1 DUTIES OF MIDDAY SUPERVISORS

- to work closely with members of staff
- to follow the school behaviour policy
- to make sure that the children are where they should be, according to the lunchtime arrangements
- to control the dinner queue and the movement of children to and from the dining room
- to encourage the children to keep good standards of hygiene e.g. washing of hands after using the toilet before eating
- to be discreet at all times (concerning school matters)
- to deal with minor accidents and injuries that occur on the school premises (disposable gloves to worn) and inform the Headteacher of any serious incident
- to occupy and supervise children when they have to stay indoors (e.g. inclement weather)
- to be ready to receive children from their classroom at 12.00 noon
- to check that double gates in school yard are locked and to prevent children from playing near them
- to undertake other duties as reasonably requested by the Headteacher.

2. AT LUNCH

- When involved in supervising children who are eating their lunch, supervisors are expected to:-
- be responsible for the children when they are eating
- deal with accidents that happen in the dining room
- be aware that children from different ethnic backgrounds may have different attitudes towards food and the eating of food

- know that rules about eating of food must be flexible enough to allow for medical conditions, allergies, appetite or emotional upsets and children with Special Educational Needs
- continue with other duties (as per rota) after completing duties in the dining room.

3. **LUNCH TIME PLAY ARRANGEMENTS**

When supervising children at play, whether indoors or outdoors, the supervisors are expected to be aware of the need:-

to encourage good behaviour

- to try not to shout
- to deflect likely problems by distracting the child's attention towards other small tasks
- to learn children's names as soon as possible
- to label the behaviour and not the child
- to praise good behaviour
- to occupy the children in the playground by organising and playing games (e.g. "The Farmer's In His Den") thus minimising bad behaviour.

4. **WET LUNCH TIME ARRANGEMENTS**

The children are to be supervised as follows:-

- nursery dinner children in the Nursery playroom with one supervisor (see rota)
- reception class dinner children in Reception classroom with one supervisor (see rota)
- Year 1 and Year 2 dinner children in the Hall (with one supervisor).

Supervisors of Nursery and Reception class children may use the equipment provided in the appropriate classrooms. The supervisors are expected to participate in the children's activities and not to stand back and merely observe.

The supervisor responsible for Year 1 and Year 2 children may use the following equipment to occupy the children:--

- video recorder
- cassette recorder and tapes
- crayons, drawing paper, jig-saws etc

All supervisors should be encourage to tell stories to the children

The hall and classrooms should be tidied up ready for the afternoon session.

At the end of the lunch time period the nursery and infant toilets are to be checked to ensure they are flushed and therefore ready for use.

5. UNEXPECTED INCIDENTS

- Ask all visitors e.g. parents or other adults, to report to the Headteacher or Deputy Headteacher. This includes parents or other adults who wish to collect a child from the school.
- Know exactly what to do if fire breaks out and remember the first responsibility is the safety of the child.
- Know the precise procedure for dealing with any incident which requires first aid and to report any lack of first aid resources to the Headteacher.