



Knights Templar Community Church School and Nursery

Work at it with all your heart

Head Teacher: Mrs Laura Weaver, BA Hons QTS

Job Title: Midday Supervisor

Accountable To: Head Teacher/Deputy Head Teacher and SENDCo

Main Purpose:

To provide daily care, support and a safe play environment for pupils inside or external to a school environment by maintaining discipline and good behaviour.

Roles and Responsibilities:

- Ensure the hall is ready for all students requiring facilities during lunchtime.*
- Encourage appropriate eating in the dining hall and to ensure the room is cleared and ready for school use in the afternoon by wiping down tables and clearing any spillages.*
- Supervise and ensure students are well behaved on the premises at all times. Where student conflicts arise deal with in the appropriate manner following the school's behaviour policy.*
- Be aware of any relevant policies relating to student behaviour.*
- Understand the appropriate course of action in case of personal injury to students.*
- Challenge unauthorised entry to school premises reporting to a senior member of staff.*
- Undertake other responsibilities appropriate to the level of the post.*
- Work within the school's policies and procedure.*
- Maintain discipline within the hall, classrooms (wet play) and on the playground.*
- Operate consistently to all students.*
- Make appropriate decisions about outside play when there is inclement weather.*
- Interact with children to support play.*

Where a current First Aid qualification is held, in the absence of other medical facilities:

- Maintain First Aid equipment and materials, and dispense medicines in accordance with school policy.*
- Undertake First Aid and support children with identified medical needs as appropriate.*
- Record accidents and injuries in line with the school's policy.*

Training:

- Attend statutory training courses as required for the post; Safeguarding and Child Protection, PREVENT and First Aid.*

Safeguarding:

- Recognise the moral and statutory responsibility to safeguard and promote the welfare of children*
- Provide a welcoming and safe environment where children are valued and respected*
- Be alert to the signs of abuse and neglect and follow our procedures and policies to ensure children receive effective support, protection and guidance*