

Midday Assistant
(Lunchtime Supervisor)



JOB DESCRIPTION

As supervisors you will have to:

- Control children lining up for lunch
- Supervise pupils eating their lunch (First Sitting)
- Keep pupils in areas where they should be
- Control the behaviour of pupils in the playground
- Discipline pupils who break the rules
- Initially deal with accidents in the playground or dining-hall (see First Aid Policy)
- Keep younger children occupied when they need to stay indoors
- Help set up and initiate games in the playground and monitor correct use of equipment
- Take part in a regular cycle of First Aid training and staff development.

When on duty you should keep on the move. Don't stay in one place for any length of time.

When on duty you have the same authority as a teacher would have. This means that pupils should treat you with the same respect as they would a teacher and that they should do as you ask.

An extra careful watch should be kept on pupils when the weather is bad. Most accidents happen when children are inside.

It is important that all supervisors deal with pupils in the same way. Pupils quickly spot differences and will try to play one adult off against another if they think they can get away with it. Talk to your colleagues about what you will and will not accept from pupils.

When you are on duty you might hear all sorts of personal things about the pupils' parents, friends and neighbours. Young children in particular pass on this sort of information in all innocence. If the information is about something that could affect the child (for example, parents splitting up) then tell the teacher. It could be important and the teacher might not otherwise know. Apart from that situation, you must not pass on things you pick up from pupils in the school.

Anti-Bullying

In schools there are two types of bullying:

Physical Aggression: fighting, physical abuse and damage to personal possessions

Psychological Bullying: endless teasing, name calling, emphasis on disability etc.

All members of staff have a duty to deal with such situations. The Headmaster or Deputy Head must be informed immediately if there is any suspicion that bullying might be occurring. They are responsible for implementing the school's bullying policy.

Forest Preparatory School

Rough behaviour must not be tolerated. When you see this type of behaviour speak firmly to the culprits, tell them clearly what you have seen them do and make it clear that such behaviour is not acceptable. If they fail to respond, send them in the first instance to the Deputy Head.

Accidents in the Playground:

See policy provided.

In the event of head injuries, no matter how slight, all pupils should be sent to the office immediately and the accident noted in the office accident book. An accident slip must be written out and handed to the pupil's class teacher. A 'head bump' band must be placed on the child's arm and a sticker applied to the child's chest, which will indicate that the child has had a bump on the head. We can then monitor the child.

Fire

Check that you know exactly what you should do if fire breaks out, including:

- a) how to evacuate the area
- b) how to raise the alarm
- c) where fire extinguishers are and how to use them (but only on a small fire – for anything else your priority must be to get help).

Job Description agreed

Signed _____

Date _____