



POST: Munch Bunch Supervisor

RESPONSIBLE TO: Headteacher

MAIN PURPOSE OF JOB: Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve working alongside others, preparing and delivering engaging activities, supporting pupil engagement and ensuring a safe and clean environment.

Duties and Responsibilities to include:

Preparing and delivering activities

- Share planning ideas and suggestion with other Munch Bunch staff to support with creating weekly plan of play activities
- Prepare and deliver age-appropriate activities and experiences to support pupils' development in line with extended provision planning
- Offer educational instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Assist with the setting-up of the club each day.
- Assist with the preparation and serving of food as appropriate.
- Help to create a welcoming and supportive environment for the pupils attending the club.

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feedback concerns relating to pupils' health and safety to the Headteacher
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Ensure a stimulating, clean and safe environment, including the outdoor area
- Support with setting up and putting away all equipment safely

Behaviour

- Report any incidents of serious misbehavior via CPOMS to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Working with others

- Communicate effectively with other staff members and pupils, and with parents and carers

Crowcombe and Stogumber C of E Primary Schools

JOB DESCRIPTION

Munch Bunch Supervisor



Safeguarding

- Have knowledge of accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Represent the school positively within the wider community, supporting and contributing to the overall ethos/work/aims of the school.
- Maintain a flexible and pro-active approach – schools are dynamic environments!
- Stay up to date with school communications via for example, but not limited to the staff bulletins and school emails.

Please be aware that no job description can be an exhaustive list of all the activities the postholder will be required to undertake, and that further duties may be required in accordance with direction from the Head Teacher. This post is primarily located at Crowcombe, but on occasion you may be required to work across both schools.