



JOB DESCRIPTION

JOB TITLE: *Midday Supervisor*

All school staff must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Staff who work with children must maintain appropriate professional boundaries and respect the unique position of trust they have at all times.

Purpose of Post:

A Midday Supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in the dining hall, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- When in the dining hall, support children to use cutlery correctly.

Organisation

- Ensure all pupils are in the dining hall at the correct time
- Put away the tables, chairs and other equipment needed for eating in the dining hall
- Manage pupils' entrance and exit from the dining hall in an orderly manner
- Clean up food and water spillages
- Ensure that trays, plates and bowls are stacked properly
- Ensure water is replenished if, and when needed

Health and safety

- Observe pupils and the environment and act to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures and report all near misses
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils, including a balanced healthy meal in packed lunches
- Feedback concerns relating to pupils' health and safety, including environment and play equipment to a senior member of staff
- Check the playgrounds and other spaces prior to use
- Ensure that pupils wash their hands before they eat

Behaviour

- To model positive interactions and good behaviour to the pupils
- To promote and foster good relationships between pupils through play and games activities
- Report any incidents of misbehaviour to the relevant staff member, in line with the school's behaviour policy and pass on to the assigned year group staff
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment appropriate to their age and ability
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities
- Work with your line manager to ensure that the pupils have appropriate play equipment

Safeguarding

- Make sure pupils remain on the school premises during the midday break, if there are any pupils who abscond follow school policy
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Report to class teacher any safeguarding and/or behaviour concerns

Other areas of responsibility

- Read and follow all school policies and practices e.g. confidentiality, General Data Protection Regulations (GDPR), social media, health and safety, school code of conduct, school dress code etc. and ensure that they are maintained at all times
- Undertake training required to develop in the role
- Attend relevant meetings
- Ensure safeguarding procedures are followed
- Keeping up to date with school communication e.g. checking e-mails and notice boards
- Liaise effectively and professionally with staff

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Notes:

This job description may be amended at any time in consultation with the postholder.