

# Littleport Community Primary School



## JOB DESCRIPTION

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

<b>Post Title:</b>	Midday Supervisor
<b>Grade:</b>	Scale 1 Point 2
<b>Responsible to:</b>	Senior Midday Supervisor and Headteacher
<b>Purpose of the Job:</b>	To ensure the security and care of the pupils of the school and to promote the school's positive ethos during the lunch time period.

### **Main Duties and Responsibilities:**

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and a positive environment in school.
2. To meet with the Senior Supervisor at beginning of the lunch period and receive any instructions with regard to duties.
3. To promote positive behaviour and to report any incidents as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate activities under the direction of the Senior Supervisor.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

### **Dining Hall**

7. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
8. To organise the dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and a calm atmosphere. To deal with any poor behaviour that may occur in accordance with the school's behaviour policy.
9. To encourage all pupils to eat well and especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
10. To encourage good social skills and table manners, ensuring cutlery is used appropriately.
11. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

### **Playground**

12. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
13. To supervise and control entrance and exit to school premises by pupils during the lunch break.
14. To ensure that pupils who leave the school site have permission to do so.
15. To organize playtime activities and work with children to have a happy, healthy and positive lunchtime.

### **School Premises**

16. To supervise pupils on the school premises in the hall, classrooms, and through corridors, when they are not allowed outside because of poor weather.
17. To ensure that, when classrooms are used during the Midday break because of the weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
18. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Site Manager.
19. To:
  - take part in training appropriate to the job of midday supervisor.
  - take part in any appraisal arrangement made by the school.
  - undertake any other duties consistent with the purpose of the job.