

Midday Supervisor - MDS Job description

Reports to;	<ul style="list-style-type: none"> • Lead MDS
Responsible for	<ul style="list-style-type: none"> • Supervising eating lunch • Supervising playground games and supporting pupils during lunchtime • Clearing and cleaning after lunch
Liaison with;	<ul style="list-style-type: none"> • SLTAs, IPSL, FLO Team, AHTs, class teachers, Caretaking Team, Business Support Manager

1. Core purpose of the job

A midday supervisor is 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 a priority.

2. Key areas of responsibility

Supervision

- Supervise pupils in the lunch 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 feed back any concerns to class teachers
- Ensure pupils follow the playground and dining hall rules

Organisation

- Set up and put away the tables and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages
- Ensure the dining hall is left tidy at the end of lunchtime and ready for classes to use it

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Request first aid staff to respond to minor incidents and refer any major incidents to Matron
- Record details of incidents and speak to BSM about any H and S concerns or broken equipment
- Be aware of and support pupils with medical/dietary needs. Ensure their plans for support are followed
- Feed back concerns relating to pupils' health and safety to the SLTA
- Look after children who are upset or have had accidents

Behaviour

- Have high expectations for behaviour throughout lunchtime. Ensure expectations are clear
- Call for the duty teach for any incidents of serious misbehavior, 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
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment, model how to do this
- Follow any directions from class teachers, Year Leaders of AHTs on supporting specific pupils with challenging behaviour. Follow any instructions on a pupil's behaviour plan
- Follow the MDS Behaviour Policy and log all concerns
- Be aware of and understand the different needs of pupils. Make adjustments based on their needs

Play

- Organise and model play activities to encourage pupils to play and make use of play equipment safely
- Be actively engaged in supporting pupils
- Create a positive environment on the playground

- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities
- Support pupils to make sure everyone is included

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and radio SLT immediately if a person is seen
- Log any safeguarding concerns on CPOMs immediately
- Attend all safeguarding training and read all safeguarding policies
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

3. Professional Development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Take part in CPD offered by the school
- Follow feedback and advice

4. Other areas of responsibility

- Follow school policies and the staff code of conduct
- Be a role model
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the roles of other professionals
- Set a good example in terms of dress, punctuality and attendance
- Ensure that school values, British Values and SMSC are referred to and encouraged

5. Job entitlements

- Access to training and staff development according to personal and school needs
- High quality INSET
- Annual performance appraisal and review
- Well-being perks

6. Review of Duties

- The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed.
- The post holder is expected to perform reasonable duties requested by the Head teacher from time to time, commensurate with experience, role and salary.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the MDS will carry out.
- The MDS will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Person Specification

	Essential	Desirable
Qualifications, training and experience	<ul style="list-style-type: none"> • Working with children or young people • Working and collaborating within a team 	<ul style="list-style-type: none"> • Experience of organising and playing games and activities • Experience being an MDS
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly, within school policies • Effective communication with adults and children • Ability to follow instructions from senior team members of staff • Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues 	<ul style="list-style-type: none"> • Experience of working as part of a team
Personal qualities	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Uphold and promote the ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion 	<ul style="list-style-type: none"> • Enthusiasm • Sense of humour

Postholder's signature:

Date:
