



## **JOB DESCRIPTION**

<b>Job Title - Midday Supervisor</b>	
<b>Grade: Grade 3 – Scale point 5 - 7</b>	<b>Salary: £28,521.00 FTE - £29,346.00 FTE of Pro-rata - £6,169.03 FTE - £6,347.48 FTE</b>
<b>Contract: 8.75 hours during lunch time – 8.75 hours a week, (Term time only) Plus Inset Days</b>	<b>Line Manager: Headteacher</b>

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### **Job Role - Support for pupils**

#### **This will involve:**

##### At mealtime:

- Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Support pupils in meal arrangements.
- Teach games to the pupils.
- Ensure that the pupils dry their hands.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Pour water for the pupils.
- Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them.
- Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
- Promote a learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

##### In Playtime:

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Operate a “band” system to go to the lavatory, so that too many pupils are not using the toilets at any one time. Make sure that toilets are used sensibly. Only hand out bands to the allocated class.
- Ensure that pupils are not in the building when they should be outside.
- Teach games and implement good behaviour in the playground (follow the appropriate policy).
- Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.
- Ensure that everyone (adults and pupils) is treated with respect and that equality of opportunity is given to all (see Equal Opportunity Policy).

##### Wet Playtimes:

(As well as above)

- Supervise a class while they play classroom games, draw or finish schoolwork.

- Read a story or play games.
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

<b>Job Description Agreed</b>			
<b>Name</b>		<b>Line Manager Name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date:</b>	