Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Melbourn Primary School: Making learning Irresistable

We are a happy and caring school with a strong sense of community. Learning is at the centre of all we do; we strive to provide a dynamic and inspiring education which appeals to the many interests of the children. We work hard and strive for excellence in our school; our aim is that everyone in our school reaches the highest standards of achievement possible whilst becoming confident and independent.

MIDDAY SUPERVISOR

RESPONSIBLE TO: Headteacher

Purpose of the Job: To ensure the security and care of the pupils of the school and to promote their social development 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 the maintenance of good order and discipline.
2. To report to the Co-ordinator* at beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Co-ordinator* 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 Co-ordinator*.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
7. Administer first aid – Once first aid training has been completed.

Dining Hall

8. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
9. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Co-ordinator*.
10. To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
11. To encourage social skills and good table manners, ensuring safety with knives and forks.
12. To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

13. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
14. To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the co-ordinator.
15. To ensure that pupils who leave the school site have permission to do so.

MIDDAY SUPERVISOR

School Premises

16. To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
17. To ensure that, when classrooms are used during the Midday break because of inclement 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 Co-ordinator.
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.

    * or Senior Supervisor or Headteacher, as agreed.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Read and accepted by:

Signature:	Name:	Date: