



Job Description

Post: Midday Supervisor
Grade: 2 (points 2 to 3)
Hours: Term Time only (38 weeks)
Date: January 2023

Line of responsibility

The Midday Supervisor is directly responsible to the Head of School.

Job content

As part of a team, assisting the Head of School and wider school team in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site(s) of the school in accordance with the general instructions of the Head of School. We are all Church of England Schools and therefore you must be fully supportive of maintaining the schools' Christian values and ethos.

Principal accountabilities

- Supervision and control of pupils during lunchtimes either in school or when on the field.
- Supervision and control of pupils in the playground and about other school premises.

Associated ancillary duties.

- Supervision and control of pupils in the dining areas.
- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting, changing clothing etc. in accordance with school policy) prior to entering the dining areas.
- Organising dinner queue and entrance of pupils into dining areas and from dining areas to playground or field; ensuring good behaviour and calm atmosphere.
- Supporting the serving and carrying of school hot lunches if necessary.
- Dealing with any behaviour in line with the Relationship and Behaviour policy, reporting incidents to the Class Teachers or Head of School, recording all First Aid in the First Aid book and notifying the Administrators if a head bump has occurred.
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary.
- Encouraging pupils to eat and drink (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Dealing with any bodily spillages in the dining hall in accordance with infection control procedures, ensure pupils are directed to the appointed First Aider if appropriate.
- Sharing responsibility with other Midday Supervisors and/or Teacher for the maintenance of order and discipline in dining areas.
- Supervision and control of pupils in the playground and other school premises.

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation. Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Head of School.
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary.
- Being aware of changes in friendships, encouraging socialising, play etc.
- Discouraging any dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying and engaging with pupils in various games and activities.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.
- Associated ancillary duties, including:
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures. Where required, to assist with the completion of records/registers of children dining.
- Other duties of an appropriate level and nature will also be required.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

Note: This job description may be amended at any time in consultation with the post holder.

Last review date: June 24

Next review date: June 25