



## 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**

**Post Title:** Midday Supervisor

**Responsible to:** Headteacher/Senior Midday Supervisor

**Purpose of the Job:** To ensure the security and care of the pupils of the school and to promote their safety, wellbeing and social development during the lunch time period.

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

1. To supervise pupils, during the lunch period, in the 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 Senior Midday Supervisor at the 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 Senior Midday Supervisor as appropriate.
4. To ensure the welfare, safety and wellbeing of children, providing emotional support where necessary.
5. To arrange and supervise appropriate activities under the direction of the Senior Midday 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.
7. Fulfil all safeguarding responsibilities in line with statutory requirements and following school policies

### **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 poor behaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Senior Midday Supervisor.
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, including proper use of knives and forks.
12. To ensure that all plates and cutlery are cleared and stacked before the children go out to the playground.
13. To clean up all spillages of food and to ensure that the tables are wiped down after each sitting.
14. To ensure that the hall's cleanliness is maintained to a high standard throughout the lunchtime period.

## Playground

15. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
16. To ensure that pupils who leave the school site have permission to do so.

## School Premises

17. To supervise pupils on the school premises in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather.
18. 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.
19. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Senior Midday Supervisor.
20. 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.

Signed: .....

Date: .....