

## **JOB DESCRIPTION**

**Post Title:** Midday Supervisor

**Grade:** Scale 1C

**Responsible to:** Senior Midday Supervisor

**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 Senior Supervisor at beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils encouraging positive play and communication and reporting any concerns to the Senior Supervisor 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 Senior Supervisor.
6. To ensure that all pupils who suffer any injury are dealt with appropriately in accordance with the school's agreed procedures.

### **Dining Hall**

7. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
8. To organise the entrance of pupils into dining hall and from dining hall to playground: ensuring a positive calm atmosphere.
9. 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 with younger pupils.
10. To encourage social skills and good table manners, ensuring safety with knives and forks.
11. To clean up spillages of food and to support children in clearing cutlery and crockery.

### **Playground**

12. To ensure that pupils are adequately dressed for the weather conditions.
13. To actively support our school agenda for an active lunchtime.

### **School Premises**

14. 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.
15. 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.
16. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Senior Supervisor.
17. To take part in training and appraisal appropriate to the job of midday supervisor and undertake any other duties consistent with the purpose of the job.

**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**