



Head Teacher. Colin Marks
Trust Executive Deputies. Nick File
Trevor Goakes

Job Description

Post Title: Midday Supervisor

Grade: SCP 2 Point 2

Responsible to: Senior Midday Supervisor

Main Responsibilities

General Overview

We are looking to appoint a friendly, approachable team player with a can-do attitude who can be an active member of the school Midday Supervisors team. Our midday supervisors ensure the security and care of the pupils of the school and promote their social development during the lunchtime period.

Main Responsibilities

- 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.
- To report to the Senior Supervisor at the beginning of the lunch period and receive any instructions with regard to duties.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Supervisor.
- To ensure the safety and well-being of children, providing emotional support where necessary.
- To arrange and supervise activities under the direction of the Senior Supervisor.
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

Dining Hall

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
- 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 the Senior Supervisor.
- To encourage all pupils to eat, but especially those with special needs or disabilities and to assist children with cutting up food, pouring of water, etc. where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks.

- To clean up spillages of food and to organise clearing cutlery and crockery off tables.

Playground

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

School Premises

- To supervise pupils on the school premises - in the hall, classrooms and through corridors, when they are not allowed outside because of inclement weather.
- To ensure that, when classrooms are used during the midday break because of inclement weather that the children are quietly occupied and that classroom is left tidy, ready for afternoon school.
- To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Senior Supervisor.
- To :
 - take part in training appropriate to the job of midday supervisor.
 - take part in any appraisal arrangements made by the school.
 - undertake any other duties consistent with the purpose of the job.