



Job Description Midday Supervisor

Hours of Work: To be worked as agreed by the Academy, Monday to Friday. 11.50 – 13.30pm. Some additional hours may be required to attend meetings and training events.

Line Manager: Senior Midday Supervisor/ Headteacher

Purpose of the job

- To supervise and assist children during lunchtimes, inside the school and in the playground and all play zones, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner

Duties and Responsibilities

The duties of the Midday Supervisor will include:

- Carrying out duties as part of a team in the area of the school allocated by the Senior Midday Supervisor or as directed by a member of SLT
- Promoting the inclusion and acceptance of all children
- Ensuring that the equipment available is used in the classrooms during wet lunchtimes.
- Ensuring that first aid is provided in the case of an accident or illness, and that any accident is recorded in the accident book
- Informing the Acting Head teacher in the case of an accident
- Promoting professional relationships and effective communication between Lunchtime Supervisors whilst engaged in the role
- Escorting pupils to and from the dining hall, as necessary
- Helping younger pupils at the servery counter and with the proper use of cutlery, and help them cut up their food when necessary
- Assisting pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished
- Setting out tables and chairs from 11.50am
- Reporting to the Senior Midday Supervisor any child whose diet may give rise for concern
- Acting as Play Leader in the playground or the classroom, depending on the weather
- Ensuring suitable equipment is available during the lunch break to ensure the best possible enjoyment for pupils
- Ensuring that children remain within a safe environment, and that they play safely
- Setting suitable behaviour standards in line with school policy, following up any issues with the Class Teacher daily
- Helping children acquire social skills

- Attending to any pupil who becomes ill during the midday break, and again seek appropriate assistance
- Reporting to the Senior Midday Supervisor any acts that constitute serious infringements of school rules
- Liaising effectively and professionally with staff and teachers as required
- Attending training, as required
- Respecting the confidentiality of all information received, and follow the confidentiality policy
- Ensuring the Setting is of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- Being aware of the high profile of the Setting and to uphold its standards at all times
- Actively promoting and support the safeguarding of children and young people in the workplace, ensuring setting policies and procedures are observed at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post-holder is expected to undertake any other tasks deemed by the SLT to be in line with the purpose of the job and commensurate with the post-holder's responsibility within the organisation.