

JOB DESCRIPTION

Job Title: Midday Supervisor
Salary Grade: NJC Support Staff Grade A
Accountable to: Head Teacher

Post Objective

To maintain the health, safety and welfare of children, in the provision of effective and well organised supervision throughout school during the lunchtime period, under the direction of the Senior Midday Supervisor.

To effectively support school safeguarding and good behaviour procedures during the lunch time period.

To promote the school's vision, values and aims in the provision of a safe, stimulating and high quality environment catering for young children's educational and developmental needs.

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their own development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To organise and supervise activities and groups of children to maintain their health, safety, welfare, and safeguarding, having regard to any special/additional needs.
2. The supervision of pupils entering, queuing and eating in the Dining Hall and of other designated areas, inside and out, where children congregate during lunchtime.
3. Assist in the supervision of activities during the midday break, including setting out and storing equipment, leading play and engaging children.
4. To check all children against the dinner registers and report any issues to the office or the Senior Midday Supervisor as appropriate.
5. To respond to challenging pupil behaviours in line with the school Behaviour Policy.



6. Encourage pupils to select and eat healthy, balanced meals.
7. Report incidents to more senior staff in line with school policy.
8. Administer First Aid and complete associated records as required.
9. Clean up spillages of food or liquid during meals service.
10. Wipe down tables and clean dining areas between groups of pupils dining.
11. To notify the Senior Midday Supervisor and other senior staff, as necessary, of any incidents relating to bullying.
12. Ensure that all children return promptly and safely to their classroom at the end of lunchtime, and feedback on any specific issues to the class teacher / teaching assistant.
13. Undertake similar work at other times if required.
14. To work effectively within the boundaries of own responsibility and know when to refer to more senior staff.
15. To be committed to your own development and be willing to attend regular any training necessary to enhance skills as appropriate within the role.
16. To work in accordance with school policies and procedures, with particular reference to Safeguarding, Behaviour and Health and Safety, to ensure a safe, effective, child friendly environment during lunchtimes.

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher; however the responsibility level should not exceed those outlined above