



WALTER EVANS CE PRIMARY AND NURSERY SCHOOL
Post – Midday Supervisor

JOB DESCRIPTION

Overall Objectives of the Post

To support and promote the school's aims, values, vision and Mission Statement by providing high quality supervisory support

Key Tasks of the Post

There are two main areas of responsibility, in the hall during the meal and in the playground or school buildings as children play and engage in recreational activities during the lunch break period.

Supervision is to be carried out individually to make sure there is fullest possible coverage of the duties involved. Refer any problems initially to the Senior Midday Supervisor. In the event of a query from a parent refer the matter immediately to the Headteacher

Duties will include the following:

Hall

1. Organising an orderly queuing system and directing pupils to their table
2. Helping with supervision in the dining room and encouraging the development of good eating habits and table manners
3. Encouraging children to eat and to taste dishes which may be new to them
4. Maintaining a reasonable noise level in the dining room so that it is possible to carry out a conversation without shouting.
5. Supervising the clearing of tables in an orderly manner whilst making allowances for slow eaters
6. Being responsible for dealing with spillages/breakages during the service of the meal
7. Supervising the children in the canteen, assisting with the use of cutlery, supplying drinks, wiping of tables



Playground/School Buildings

1. Supervising pupils in the playground or on wet days in the classroom/hall/library
2. Patrolling all parts of the premises for which you are responsible during the dinner period
3. Seeking to prevent children from injuring themselves or from damaging property
4. Organising games and activities as required to encourage social skills as per rotas
5. Assisting children to organise games and activities in the playground
6. Challenging inappropriate behaviour and providing pupils with boundaries of acceptable behaviour
7. Identifying causes of concern displayed by pupils and reporting these to the Senior Supervisor or class teacher where appropriate
8. Arranging for first aid to be administered
9. Attending to children's needs through accidents i.e. changing clothes, cleaning up etc
10. Attending relevant training
11. Undertaking such other duties which may be required by the Headteacher