



Midday Supervisor Job Description

Purpose of your role:

- Responsible for the safety, welfare and behaviour of pupils during lunchtimes, in classrooms, the dining hall, the playground and when moving from one area to another
- Supporting the children as they prepare for lunch, supervising the collection of meals and clearing away afterwards.

Main areas of responsibility:

- Communicate effectively with all staff and pupils promoting positive professional relationships.
- Work as part of a team to ensure that the school lunch breaks start and finish on time.
- Supervise pupils whilst they eat lunch and either on the playground or inside during inclement weather.
- Ensure that pupils have either a school or packed lunch and supervise the pupils over the lunch time session.
- Collect children from the classroom or playground or classroom on time and bring into the dining hall in a safe and orderly manner.
- Encourage children to eat healthily, develop good eating habits and promote positive interactions.
- Clear up the dining room during and after the lunch break including clearing food trays and wiping the tables and benches.
- Ensure children remain within a safe environment and are able to play safely.
- Actively encourage pupils to cooperate and play together.
- To lead play in the playground or during 'wet lunchtime' by initiating and leading games with the children and encouraging cooperative behaviour.
- Set suitable and positive behaviour standards in line with the school behaviour policy.
- To manage behaviour issues in a calm and positive manner and refer any incidents to the senior member of staff on duty
- Carry out basic first aid as required. The job may include supporting children after falls or accidents and clearing up blood or other bodily fluids of children after accidents or sudden illness. For more serious incidents, ensure that one of the named First Aiders is called and a senior member of staff is informed.
- Ensure that all incidents requiring first aid are communicated and recorded appropriately and in line with school's procedures and policies.

- Be familiar with and maintain up-to-date knowledge of the school's Child Protection Policy and safeguarding procedures.
- Maintain confidentiality at all times.
- Attend termly Midday team meetings, and staff training when required.
- Participate in Child Protection, First Aid and Health and Safety training either face to face or online as required.
- Take on roles and responsibilities as directed by Deputy Headteacher as Line Manager or the Headteacher.

Equalities:

Contribute to a working environment, which supports equal opportunities and anti-discriminatory practice by committing to equality of opportunity for all regardless of gender, disability, religion, ethnic origin and sexual orientation.

Disclosure and Barring Service

All staff and volunteers are required to obtain a Disclosure and Barring Service (DBS) check at the appropriate level. As this role involves direct and regular contact with children, an enhanced DBS check will be required as part of pre-employment checks.

Working environment:

This work is done inside the dining areas and classrooms and outside on the playground or field.

Supervision

Supervised on a daily basis by the class teacher and a member of the Senior Leadership Team.